



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

DATE: Thursday, June 15, 2023
4:00 p.m.

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

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

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

NOTICE OF PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS

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

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

Webinar ID: 854-0074-4563 and Webinar Passcode: 292064

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

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

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

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

CONSENT AGENDA:

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

6. APPROVE Council of Governments Draft Action Regular Meeting Minutes Dated May 18, 2023 – Gomez

ACTION ITEMS:

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

7. APPROVE Cost Sharing Agreement with the Association of Monterey Bay Area Governments for Preparation of the Environmental Impact Report for the 2050 San Benito Regional Transportation Plan and 2050 Metropolitan Transportation Plan and Sustainable Communities Strategy for an Amount not to Exceed \$50,000 – Lezama
8. Fiscal Year 2023-2024 Council of Governments (COG) Budget – Rivera
 - a. RECEIVE Presentation on the Fiscal Year 2023-2024 Budget for the Council of Governments.
 - b. HOLD Public Hearing on the Fiscal Year 2023-2024 COG Budget.
 - c. ADOPT Resolution 23-06 Adopting the Fiscal Year 2023-2024 COG Budget.
9. APPROVE Amendment No. 4 to the Cooperative Agreement with Caltrans Reflecting a Construction Cost Increase to Fund the State Route 156 Improvement Project – Abraham/Caltrans

INFORMATION ITEMS:

10. RECEIVE Presentation on the Association of Monterey Bay Area Governments' (AMBAG) Draft 2023 Public Participation Plan – Lezama/AMBAG
11. RECEIVE Presentation on Senate Bill (SB) 743 from Fehr & Peers – Abraham
12. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Caltrans Ex-Officio
13. Caltrans Report/Correspondence (Verbal Report) – Caltrans Ex-Officio

14. Executive Director's Report (Verbal Report) – Abraham

15. Board of Directors' Reports (Verbal Report)

Adjourn to COG Meeting on August 17, 2023. Agenda Deadline is Tuesday, August 1, 2023, at 12:00 p.m.

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

Written Comments & Email Public Comment

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

Public Comment Guidelines

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

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

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Council of San Benito County Governments on **June 15, 2023, at 4:00 P.M.** was posted at the following locations freely accessible to the public:

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

On the 9th day of June 2023, on or before 5:00 P.M.

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

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

BY: 

Monica Gomez, Secretary I

Council of San Benito County Governments

SAN BENITO COUNTY COUNCIL OF GOVERNMENTS
REGULAR MEETING
Board of Supervisors Chambers
481 Fourth Street, Hollister, CA 95023 & Zoom Platform
May 18, 2023, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Chair Bea Gonzales, Vice-Chair Scott Freels, Director Mia Casey, Director Mindy Sotelo, and Ex Officio, Kelly McClendon, Caltrans District 5

MEMBERS ABSENT:

Director Dolores Morales

STAFF PRESENT:

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

OTHERS PRESENT:

Jill Leal; Caltrans District 5, Heather Adamson; Association of Monterey Bay Area Governments, Leona Medearis-Peacher, County Express

1. CALL TO ORDER:

Chair Gonzales called the meeting to order at 4:01 P.M.

2. PLEDGE OF ALLEGIANCE

Vice Chair Freels led the pledge of allegiance.

3. ROLL CALL

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

4. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Mindy Sotelo Second: Director Mia Casey

Motion carried: 4/0

Yes: Casey, Freels, Sotelo, Gonzales

No: None

Recused: None

Abstention: Morales

Absent: None

5. PUBLIC COMMENT: None

CONSENT AGENDA:

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

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

There was no public comment on Consent.

Motion made to Approve Consent Agenda 6-8:

Motion: Director Scott Freels Second: Director Mia Casey

Motion carried: 4/0

Yes: Casey, Freels, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: Morales

ACTION ITEMS:

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

Transportation Planning Manager, Veronica Lezama, reported on the Fiscal Year 2023/2024 Unmet Transit Needs Report.

There was no public comment.

Motion made to Approve Agenda Item 9a., b. as noted above:

Motion: Director Mia Casey Second: Director Scott Freels

Motion carried: 4/0

Yes: Casey, Freels, Sotelo, Gonzales
No: None
Recused: None
Abstention: None
Absent: Morales

INFORMATION ITEMS:

10. RECEIVE Presentation on the Fiscal Year 2023-2024 Draft Budgets for the Council of Governments (COG), Local Transportation Authority (LTA), and Service Authority for Freeways and Expressways (SAFE) – Rivera

Administrative Services Specialist Norma Rivera provided a presentation on the Fiscal Year 2023-2024 Draft Budgets for the Council of Governments (COG), Local Transportation Authority (LTA), and Service Authority for Freeways and Expressways (SAFE).

Chair Gonzalez asked if the increase in personnel was to fill the vacant position and if it's fully funded.

Ms. Rivera confirmed that the increase in personnel is to fill a vacant Transportation Planner position, which will be fully funded by planning grants and Transportation Development Act (TDA) funds.

Director Sotelo inquired about the breakdown of Measure G funds that are distributed amongst the local agencies.

Ms. Rivera reported that the County of San Benito receives 47.5%, City of Hollister receives 47.5% and the City of San Juan Bautista receives 5%, totaling 62% for Tier II projects.

There was no public comment.

11. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Kelly McClendon, Caltrans

Caltrans District 5 Acting Deputy Director of Planning, Local Assistance, and Environmental Stewardship, Kelly McClendon, provided an update on all major construction projects on the Caltrans State Highway System in San Benito County and answered questions from the Board.

The COG Board expressed their continued concerns with the signal timing and left turn movement at the intersection of Highway 25/156, where the Roundabout is under construction. The COG Board of Directors requested follow up from Caltrans.

Caltrans acknowledged receipt of email correspondence from the COG Chair regarding traffic signal concerns at the location and stated that they will continue to monitor the intersection and address the Board's concerns. Mr. McClendon committed to leaving his direct contact information for further questions from the Board of Directors.

Regarding the Highway 156 Improvement Project, Mr. McClendon reported that at next month's California Transportation Commission (CTC) meeting, Caltrans plans to request approval of \$12 million in

supplemental construction capital funding that is needed to address two unexpected change orders. A cooperative agreement will be coming before the COG Board at their next meeting.

There was discussion regarding the reasons for the project change orders.

Executive Director Abraham stated that any funding requests would require COG Board approval prior to going to the California Transportation Commission.

The COG Board directed staff to provide a presentation on the Highway 156 Improvement project at a future COG Board meeting to get a closer look at areas of concern.

There was discussion about providing a presentation on the Rocks Road US 101 Wildlife Connectivity Project to the San Benito County Board of Supervisors. There was consensus from the COG Board directing staff to present the project at a future Board of Supervisors meeting.

Director Sotelo inquired about the release of the simulation video for the Highway 25/156 Roundabout Project.

Transportation Planning Manager, Veronica Lezama, stated that the video simulation is expected to be released in the fall of 2023.

Public Comment:

Warren Budenbender – questions regarding Highway 25 and SR 156/SR 25 Roundabout Projects

12. Caltrans Report/Correspondence (Verbal Report) – Kelly McClendon, Caltrans

Caltrans District 5 Acting Deputy Director of Planning, Local Assistance, and Environmental Stewardship, Kelly McClendon, announced the recent release of the State budget and provided an overview of the transportation related highlights from the budget proposal which includes \$12.8 billion in continuing new transportation infrastructure improvements.

There was no public comment.

13. Executive Director’s Report (Verbal Report) – Abraham

Executive Director Abraham reported that she along with Transportation Planning Manager, Veronica Lezama, attended the California Transportation Commission (CTC) meeting in San Francisco this week. Ms. Abraham reminded the Board that the Council of San Benito County Governments will be hosting a two-day California Transportation Commission (CTC) Town Hall meeting on Wednesday, September 20, 2023, and Thursday, September 21, 2023. Staff sent the COG Board a calendar placeholder for the event. Ms. Abraham reported that she met with Mary Casillas, Interim CEO of Hazel Hawkins Hospital and Chris Mangano, Manager of the Office of Emergency Services to discuss ways to pitch the future Highway 25 improvements to the State, so that the State might be more receptive. COG staff also met with Gavilan College Community Forum and is a part of the working group to identify transit needs. Ms. Abraham reported that she and Director Casey attended the High-Speed Rail meeting in San Jose.

Lastly, Ms. Abraham announced that there is a Mobility Partnership meeting on May 24, 2023, that she and COG representatives will be attending.

There was no public comment.

14. Board of Directors' Reports (Verbal Report) – None

There was no public comment.

ADJOURNMENT:

There being no further business to discuss, Director Sotelo motioned to adjourn at 5:26 p.m.

Motion seconded by Director Casey.

Motion carried: 4/0

Yes: Casey, Freels, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: Morales

ADJOURN TO COG MEETING JUNE 15, 2023, AT 4:00 P.M.



STAFF REPORT

Action

Prepared By: Veronica Lezama,
Transportation Planning Manager

Subject: Cost Sharing Agreement

Agenda Item No. 7

Approved By: Binu Abraham, Executive Director

Meeting Date: June 15, 2023

Recommendation:

APPROVE Cost Sharing Agreement with the Association of Monterey Bay Area Governments for Preparation of the Environmental Impact Report for the 2050 San Benito Regional Transportation Plan and 2050 Metropolitan Transportation Plan and Sustainable Communities Strategy for an Amount not to Exceed \$50,000.

Summary:

As the Regional Transportation Planning Agency (RTPA) for the San Benito region, the Council of Governments (COG) is responsible for developing a state-mandated Regional Transportation Plan (RTP) every four years. As a part of preparing and developing the next San Benito Regional Transportation Plan (RTP), the Council of Governments (COG) is required to prepare a program-level Environmental Impact Report (EIR). COG is coordinating preparation of this EIR with the Association of Monterey Bay Area Governments (AMBAG), the Santa Cruz County Regional Transportation Commission, and the Transportation Agency for Monterey County, who are also completing EIRs for their respective long-range transportation plans.

Background/ Discussion:

The Regional Transportation Plan (RTP) is the blueprint for the regional transportation system, including addressing needs associated with highways, local streets and roads, bicycle facilities, walkways, public transit, aviation, and other programs which support mobility for people and goods. The Board will receive ongoing updates on the 2050 RTP at future meetings. The existing 2045 San Benito Regional Transportation Plan and Environmental Impact Report was adopted by the COG Board in June of 2022. The next update is scheduled for adoption in June of 2026.

The RTP is also required to undergo California Environmental Quality Act (CEQA) review and disclosure. Sharing in the cost of the Environmental Impact Report (EIR) is a cost savings to COG, as an independent report would cost substantially more. Under the Memorandum of Understanding, AMBAG will be the lead agency on the EIR and will contract with a consulting firm to complete the environmental document. COG staff will assist with consultant selection and will contribute to the development of the document.

Financial Impact:

San Benito COG's share of the EIR will be budgeted and expended in the appropriate year.

Attachment:

1. AMBAG-SBtCOG Cost Sharing Agreement for the Preparation of the 2050 MTP/SCS/RTP Environmental Impact Report

AMBAG - SBtCOG
Cost Sharing Agreement for the Preparation of the
2050 MTP/SCS/RTP Environmental Impact Report

THIS AGREEMENT is both a project cost reimbursement and collaborative project agreement between the Association of Monterey Bay Area Governments hereinafter referred to as "AMBAG," and the Council of San Benito County Governments, hereinafter referred to as "SBtCOG."

WHEREAS, AMBAG and SBtCOG have a long-standing relationship and mutual responsibility for transportation planning in San Benito County; and

WHEREAS, AMBAG and SBtCOG are each responsible for the development of, at a minimum, a 20-year long-range transportation plan outlining anticipated projects and policy direction for their respective areas of responsibility; and

WHEREAS, the Metropolitan Transportation Plan (MTP), including the Sustainable Communities Strategy (SCS), and SBtCOG's Regional Transportation Plan (RTP) are each considered a project under the California Environmental Quality Act (CEQA); and

WHEREAS, it has been determined that an environmental review of the 2050 MTP/SCS and RTP will need to be prepared; and

WHEREAS, SBtCOG agrees to designate AMBAG as the Lead Agency pursuant to CEQA for the preparation of the collective environmental review; and

WHEREAS, AMBAG and SBtCOG agree that joint development of the environmental review is desirable and each agrees to participate in the selection of a consultant to conduct environmental review on their 20 plus-year long-range transportation plans and enlist CEQA services from that consultant; and

WHEREAS, the parties hereto desire to enter into an Agreement calling for the mutual development of one environmental review covering SBtCOG's 2050 Regional Transportation Plan in addition to AMBAG's Metropolitan Transportation Plan/Sustainable Communities Strategy (such collective environmental review referred to hereinafter as "Project"); and

WHEREAS, AMBAG shall also enter into separate cost sharing agreements with the Regional Transportation Planning Agencies for Santa Cruz and Monterey Counties allowing for their 2050 Regional Transportation Plans to also be covered by the same environmental review as SBtCOG's RTP and AMBAG's 2050 MTP/SCS.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, the parties hereto agree to the following:

1. Scope of Work

AMBAG shall secure separate cost sharing agreements with the Regional Transportation Planning Agencies for Santa Cruz and Monterey Counties that stipulates the same scope, term, payment procedures, and EIR revision clauses as this agreement to cover those agencies' proportionate share of the Project to be completed under this agreement. AMBAG shall submit executed copies of those agreements to SBtCOG prior to the issuance of a Notice to Proceed on environmental analysis for the Project and prior to the issuance of any invoice by AMBAG to SBtCOG under this agreement.

SBtCOG shall furnish its proportionate share of personnel, materials, services and facilities necessary for collaboration on the Project and will work collectively with AMBAG and the Regional Transportation Planning Agencies for Santa Cruz and Monterey Counties on developing a Request for Proposals for an environmental review consultant, including the Project's Scope of Work.

AMBAG shall produce a scope of work collectively with all of the participating agencies for the combined MTP/SCS/RTP EIR that meets all of the appropriate state requirements and needs of all of the participating agencies and shall conduct a procurement process collectively with all of the participating agencies meeting state and federal procurement requirements to secure an environmental consultant for the combined MTP/SCS/RTP EIR.

AMBAG shall enter into an agreement with an EIR consultant selected mutually by all the participating agencies and require the consultant to produce the combined MTP/SCS/RTP EIR that meets State requirements for such a document and SBtCOG's and other RTPA's needs and requirements.

2. Term

This Agreement is effective July 1, 2023 and shall end on August 31, 2026, or 30 days after the Lead Agency files the Project's Notice of Determination, whichever occurs last. The period of performance may be extended by six months upon written agreement of all the parties.

3. Project Cost and Payments

The Project costs for consultant services shall not exceed the amount of \$325,000 except as provided below. AMBAG and SBtCOG agree to pay the Project costs shown below, as follows:

<u>Agency</u>	<u>Cost</u>
AMBAG	\$125,000
SBtCOG	\$ 50,000
<u>Other RTPAs</u>	<u>\$150,000</u>
Total Project Cost	\$325,000

AMBAG will provide overall Project management and will receive Project consultant invoices and pay the invoices upon satisfactory completion of consultant work as determined by AMBAG's Executive Director in the Executive Director's sole discretion. SBtCOG agrees to the following payment schedule:

December 1, 2024	\$25,000
December 1, 2025	\$25,000

The intent of this payment schedule is to provide for the timely payment of consultant invoices by AMBAG through partial prepayment, without imposing significant burden on SBtCOG through total prepayment. At the end of the Project, if the Project consultant invoices less than the aforementioned Project cost, AMBAG shall return to SBtCOG its share of the remaining non-invoiced amount.

All costs incurred under this Agreement shall be based on actual costs and are subject to audit. Substantiating documents (e.g., travel receipts, invoices, etc.) shall be retained by AMBAG and AMBAG shall keep an accurate accounting of all costs incurred in the performance of the Project for this Agreement, including providing summary reporting information to SBtCOG. No additional amounts shall be required of SBtCOG unless proposed increased costs are first approved by SBtCOG in writing.

4. MTP/SCS/RTP EIR Manager

AMBAG designates Ms. Heather Adamson as the 2050 MTP/SCS/RTP EIR Manager who shall be responsible for the professional conduct of the Project covered by this Agreement and liaison between the Project consultant and SBtCOG. AMBAG shall promptly notify SBtCOG of any change in 2050 MTP/SCS/RTP EIR Manager.

5. SBtCOG Representative

SBtCOG designates Ms. Veronica Lezama as the SBtCOG Representative responsible for the participation in, response to, review and oversight of the products of the Project, and for amendments to this Agreement. SBtCOG shall promptly inform AMBAG of any change to its Representative.

6. Scope of Work Revisions

Any significant changes in the performance of this Agreement as outlined in the Project Scope of Work incorporated herein shall be in writing and require mutual authorization by the 2050 MTP/SCS/RTP AMBAG's EIR Manager and the SBtCOG Representative.

7. Administrative Representative

AMBAG designates Ms. Maura Twomey as the Administrative Representative who shall be responsible for the contractual and administrative aspects of the Agreement. Questions and correspondence of an administrative nature shall be directed to the Administrative Representative at AMBAG, 24580 Silver Cloud Court, Monterey, CA 93940.

8. Allowability of Costs

There shall not be any deviation from the project budget without prior written approval by AMBAG and SBtCOG. The allowability of costs shall be determined in accordance with the OMB Circular 2 CFR Chapter I and II, Part 200 et al. as of December 2013. All requests for budget amendments approval shall be in writing and mutually agreed to by AMBAG and SBtCOG boards. AMBAG shall carefully monitor costs and performance of the consultant, take such steps as necessary to ensure that the Project be completed on time and on budget, and shall alert SBtCOG on an expedited basis of any questions or concerns in the costs or timely completion of the Project.

9. Termination

Either of the parties may terminate this Agreement at any time with or without cause, through a written Notice of Termination. Such Notice by one party will result in the termination of this Agreement among both parties. Such Notice will provide not less than forty-five (45) calendar days for AMBAG to refund to SBtCOG any remaining funds held for completion of this Agreement which are no longer required to pay consultant work for work performed prior to the date of receipt of the Notice of Termination. SBtCOG shall reimburse AMBAG for any expenses incurred by AMBAG in furtherance of this agreement prior to receiving the Notice of Termination.

10. Indemnification

Each party shall defend, indemnify, and hold harmless the other party and their respective officers, employees, and agents from and against any and all liability, loss, costs, expense, including reasonable attorney's fees, or claims, demands or, suits for injury or damages, in law or in equity, of every kind and nature whatsoever, arising out of or resulting from the performance of this Agreement, but only in proportion to and to the extent caused by or resulting from the negligent acts or omissions or willful misconduct of the indemnifying party or its officers, employees, agents, or volunteers.

11. Disputes

In the event of a dispute arising out of the performance of this Agreement, the party alleging a dispute shall send a written Notice of Dispute to the other party. Within five working days of receipt of such notice, the notified party shall respond and agree to a meeting for the purpose of discussing the dispute, the facts giving rise to the dispute, and a resolution of the dispute, if possible. If resolution of the dispute cannot be reached, the affected party may

file appropriate litigation within six months thereafter.

12. Project Records

Financial records, supporting documents and other records pertinent to this Agreement shall be retained by AMBAG for a period of three (3) years from the date of submission of the final expenditure report, except those records pertaining to audit, appeals, litigation or settlement of claims arising out of performance of this Agreement shall be retained until such audits, appeals, litigation or claims have been disposed of.

AMBAG, as lead agency shall require Environmental/Project Consultant to make available all project records, including but not limited to original data and primary data yielding materials, secondarily derived tables and figures, and statistical tabulations and other summaries, pertinent to this Agreement, to AMBAG and SBtCOG at their respective principal places of business for a period of four (4) years from the termination date of this Agreement.

13. Nondiscrimination

To the extent provided by law and any applicable agency regulations, this Agreement and any program assisted thereby are subject to the policies against discrimination:

- Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794; and
- The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat 327, as amended) and the U.S. DOT implementing regulations (49 CFR 27, 37, and 38); and
- The implementing regulations issued pursuant thereto by the California Department of Transportation, the Federal Highway Administration and the Federal Transit Administration; and
- Any assurance of compliance which AMBAG and SBtCOG have filed in accordance with any applicable agency regulations.

14. Severability

If any provision of this Agreement, or the application thereof to any person, place, or circumstance, shall be held by a court of competent jurisdiction to be invalid, unenforceable, or void, the remainder of this Agreement and such provisions as applied to other persons, places, and circumstances shall remain in full force and effect.

15. General Provisions and Certifications

AMBAG and SBtCOG certify that it is in compliance with all applicable federal and state laws and regulations.

16. Entire Agreement

This Agreement constitutes the entire agreement and understanding between AMBAG and SBtCOG and supersedes any prior or contemporaneous agreement or understandings if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representative of each party.

17. Interpretation

Notwithstanding the fact that one or more provisions of this Agreement may have been drafted by one or more parties to this Agreement, such provisions shall be interpreted as though they were a product of a joint drafting effort and no provisions shall be interpreted against a party on the grounds that said party was solely or primarily responsible for drafting the language to be interpreted.

18. Choice of Law and Venue

This Agreement shall be interpreted and applied according to the laws of California and shall be deemed to have been entered into in California as of the effective date set forth in Paragraph 2 above. Any action to enforce the terms of this Agreement or for breach thereof shall be brought and tried in the County of Monterey.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the month, day and year specified below.

Maura F. Twomey
Executive Director
Association of Monterey Bay Area Governments

Date: _____

APPROVED AS TO FORM

Don Freeman, AMBAG Legal Counsel

Date: _____

Binu Abraham
Executive Director
San Benito County Council of Governments

Date: _____

APPROVED AS TO FORM

Shirley L. Murphy

Shirley L. Murphy, Deputy County Counsel
San Benito County Counsel's Office

Date: *June 7, 2023*



STAFF REPORT

Action

Prepared By: Norma Rivera, Administrative Services Specialist

Subject: Fiscal Year 2023-2024 COG Budget

Agenda Item No. 8

Approved By: Binu Abraham, Executive Director

Meeting Date: June 15, 2023

Recommendation:

- a. Receive presentation on the Fiscal Year 2023-2024 Budget for the Council of Governments.
- b. Hold public hearing on the Fiscal Year 2023-2024 COG Budget.
- c. Adopt Resolution 23-06 adopting the Fiscal Year 2023-2024 COG Budget.

Summary:

The Council of Governments (COG) Budget totals \$3,117,282 with an additional \$8,511,143 for Measure G. The budget is balanced.

Background/ Discussion:

The COG budget includes the following nine accounts:

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

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

The COG budget was prepared using the line-item format. This style is easy to use and identifies where funds are spent. The budget includes conservative revenue assumptions that are based on

apportionments and distributions identified through State and Federal resources. Unless already awarded, pending grant applications and the funding associated with these are not assumed as a part of the budget. Revenue funding from the various sources is outlined in the Revenue Summaries section.

The COG budget for fiscal year 2023/24 totals \$3,117,282 with an additional \$8,511,143 for Measure G. There were two changes made following the draft budget presentation at the May 2023 Board meeting. As mentioned during the draft budget presentation, the Measure G budget has now been updated from \$8,371,023 to \$8,511,143. The increase will cover the Highway 25 Conversion Project which will be funded by Tier I Measure G funds. The second change in the budget is a \$6,000 expense for the development of a video which will be presented at the September California Transportation Committee Town Hall which will be hosted by the COG. The video will showcase the areas of transportation challenges and accomplishments in our area. This video will be funded by TDA funds.

Financial Impact:

The Council of Governments Budget totals \$3,117,282 with an additional \$8,511,143 for Measure G. The budget is balanced.

Attachment:

1. Resolution No. 23-06
2. Fiscal Year 2023-2024 Council of Governments Budget



BEFORE THE COUNCIL OF SAN BENITO
COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN BENITO)
COUNTY GOVERNMENTS ADOPTING THE) Resolution No. COG 23-06
2023/2024 FISCAL YEAR ANNUAL BUDGET)

WHEREAS, the Council of San Benito County Governments published and held a public hearing regarding the Board of Director’ consideration of the annual budget for the Council of San Benito County Governments for Fiscal Year 2023/2024; and

WHEREAS, at the public hearing, the Council of San Benito County Governments Board of Directors heard and received all oral and written testimony and evidence that was made, presented, or filed, and all persons present at the hearing were given ample opportunity to hear and be heard with respect to any matter related to the budget for Fiscal Year 2023/2024; and

WHEREAS, said hearing has concluded, during which time all additions and deletions to the budget for Fiscal Year 2023/2024 were made or authorized; and

WHEREAS, the 2023/2024 Fiscal Year annual budget is a balanced budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors for the Council of San Benito County Governments that the Adopted Budget of the Council of San Benito County Governments for Fiscal Year 2023/2024, is hereby adopted by reference to the attached Adopted Budget.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 15TH DAY OF JUNE, 2023 BY THE FOLLOWING VOTE:

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

Bea Gonzales, Chair

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

Dated: June 5, 2023

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel
Council of Governments Legal Counsel

ATTEST:
Binu Abraham, Executive Director

Dated: _____

By: _____



Adopted Budget Fiscal Year 2023 - 2024

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Hollister, California 95023
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COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
Adopted Budget
Fiscal Year 2023 - 2024

Published by Order of the:
Board of Directors

Bea Gonzales, Chair
County of San Benito

Scott Freels, Vice Chair
City of San Juan Bautista

Mia Casey
City of Hollister

Dolores Morales
City of Hollister

Mindy Sotelo
County of San Benito

Executive Director
Binu Abraham

Prepared and Compiled by
Norma Rivera
Administrative Services Specialist

Adopted: June 15, 2023

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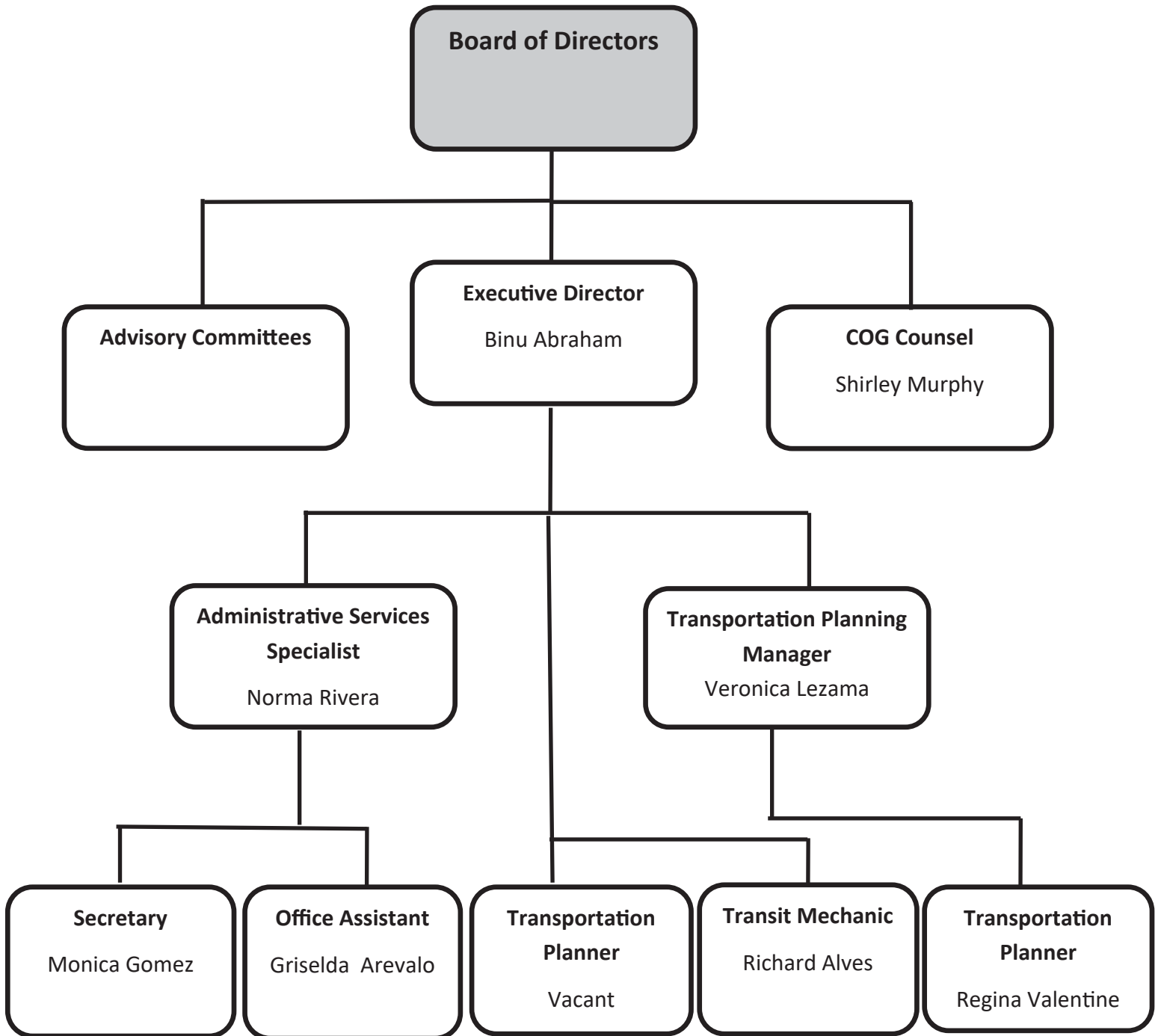
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Council of San Benito County Governments

Organizational Chart



Mission:

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

Executive Summary

The Council of San Benito County Governments is the Regional Transportation Planning Agency for the San Benito County region. As such, the Council of Governments plans and finances transportation projects and programs of regional importance. Projects include bicycle and pedestrian facilities, highways, local streets and roads, transit, and ridesharing and vanpooling.

This Budget continues the goal of prudent and conservative fiscal management. This Budget is balanced and uses adequate revenues to match only necessary expenditures.

Budget Goals and Objectives

The Council of San Benito County Governments’ goals and objectives for the FY 2023/2024 Budget are to continue funding the federal and state transportation plans and programs and coordinate with various federal, state, regional and local agencies on transportation projects and programs.

Additionally, the Budget continues the approach of conservative funding scenarios and realistic expenditures. Conservative funding estimates allow the agency to realistically balance the budget without assuming potential revenue streams. Grant applications which are pending a decision are not included in the Budget and will only be amended into the Budget upon award.

Work Program

Highlights of the FY 2023/2024 Council of San Benito County Governments Budget include:

- Regional Planning & Coordination
- Transit Planning and Operations
- Financing & Project Delivery
- Active Transportation

Staffing

There are two staffing changes from the previous year’s budget. The Council of Governments Executive Director position has been filled as of January 2023. A vacant Transportation Planner position has been included in the budget and is anticipated to be filled in 2023. Other staff positions remain the same. The COG budget includes funding for eight Full-Time Equivalent positions.

Budget Detail

The FY 2023/2024 Budget includes nine accounts. These separate accounts make up the total of the Council of Governments Budget. These accounts include:

- State Transit Assistance
- Local Transportation Fund
- Rideshare Program
- Council of Governments Administration
- Measure G
- Highway 25 Safety
- Vanpool Program
- Transportation Planning State Subvention
- Low Carbon Transit Operations Program

Account Organization

Each account includes a line-item detail which shows spending in Personnel, Services and Supplies, Contracts, Capital, and Other. The Revenue Summary in each account shows the funding source for those proposed expenditures. A section is included which shows Revenues vs. Expenditures. The comparison is shown to allow the reader to see how revenues and expenditures balance.

In addition, the Budget shows detailed information about the previous year’s budget with anticipated revenue receipts and expected spending to June 30, 2023. The Budget also includes a column with anticipated revenues for the next budget year, FY 2024/2025. Finally, the Budget includes a column showing the change from the previous year’s adopted budget.

Expenditure Summary

The Council of Governments total budget for FY 2023/2024 is **\$3,117,282**. There is an additional \$8,511,143 budgeted for Measure G which will be covered below in the *Measure G* section. The FY 2023/2024 Council of Governments Budget has decreased by \$10.4 million compared to the FY 2022/2023 Budget.

Personnel costs for planning and administrative purposes total \$524,809, a 2% increase over the previous year’s budget. A vacant transportation planner position has been included in the budget and we anticipate the position be filled in 2023.

Service and Supplies total \$432,726, a 17% increase over last year. This category includes those necessary purchases to support planning and project delivery including \$62,086 that COG pays the County of San Benito for the annual cost allocation plan. This fiscal year, COG has also budgeted for necessary repairs at the COG office.

Contracts account for \$228,941 of the budget which is a \$9.7 million decrease from the previous fiscal year. In FY 22/23, COG paid Caltrans the local contribution for the widening of State Route 156 which was funded by the County of San Benito, City of Hollister, and City of San Juan Bautista Traffic Impact Fee Program. The Council of Governments Contracts includes contracted services

for the annual financial audit, Airport Land Use Commission (ALUC) consultation services, a contract with the Association of Monterey Bay Area Governments (AMBAG), and County Geographic Information System (GIS) Program.

This budget reflects fund transfers in the amount of \$1.9 million. This includes a transfer to the Local Transportation Authority for public transit operations and a transfer to the COG administration account which are both funded by the Transportation Development Act (TDA).

Revenue Summary

Revenues in the FY 2023/2024 Budget total \$21,426,861. Revenues show a \$6.9 million dollar decrease related to the \$9.2 million traffic impact fee revenue contribution for the State Route 156 project. Without that revenue in the equation, revenues for fiscal year 23/24 have increased by \$2.3 million for the new fiscal year primarily due to rollover TDA funds and rollover grant revenue.

For FY 2023/2024, the Council of Governments Budget estimates revenue of \$793,730 in State Transit Assistance funds. The State Transit Assistance funds are projected to be flat to what was received last fiscal year based on current State estimates. These funds will be claimed by the Local Transportation Authority through the Transportation Development Act process.

Local Transportation Funds are provided to the Council of Governments under the Transportation Development Act. These funds are generated locally through a ¼ cent sales tax. The estimated revenue for these funds is \$2,775,614 which is flat to last fiscal year based on current sales tax projections.

Other significant revenue sources include the Planning, Programming, and Monitoring (PPM), Rural Planning Assistance, and Regional Surface Transportation Program, and other grant specific funds. Estimates for these funds are projected to be flat to the previous fiscal year.

Measure G

The Council of Governments is the designated administrator of the Measure G sales tax. COG implements the San Benito County Roads and Transportation Safety Investment Plan with a 1% sales tax, which is addressing critical transportation issues.

The revenue from the sales tax measure is projected at \$13.0 million for FY 23/24. This is a 0.5% increase over last fiscal year based on current sales tax projections.

Expenditures are budgeted at \$8.5 million which includes \$64,354 in program administration, \$1,760 in Services and Supplies. An amount of \$258,120 has been budgeted for Contracts which will cover engineering and financial services as needed. The Other category consists of \$8.1 million in Tier II allocations to the local agencies for street and road improvements. The amount is based on the current Board adopted strategic plan which can be changed at the COG Boards discretion.

Budget Summary

The Council of Governments FY 2023/2024 Budget is balanced. The Budget supports the policies of the Board of Directors to complete projects and plan for the transportation needs of the community.

**COUNCIL OF GOVERNMENTS
BUDGET - FY 2023/24
REVENUE SUMMARY**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
Local Transportation Fund (629.95.7310)					
LTF Balance (Carryover)	6,327,367	6,064,803	8,090,679	9,440,554	1,763,312
340.101 TDA 2% Reserved for Bike/Ped.	777,684	772,549	828,061	883,574	50,377
541.001 LTF Interest Revenue	5,458	5,458	5,490	5,605	32
550.102 General Sales Tax (1/4%) LTF	2,783,857	2,761,805	2,775,614	2,859,021	(8,243)
Set aside Local Streets & Roads(carry over)	1,241,578	1,241,578	1,241,578	620,789	-
Total	11,135,944	10,846,193	12,941,422	13,809,543	1,805,478
Transportation Planning State Subvention (628.95.7390)					
551.405 STIP Planning, Programming, & Monitoring	37,000	37,000	37,000	37,000	-
551.405 STIP - FTA CRRSAA	414,060	-	-	-	-
551.407 Rural Planning Assistance	328,155	278,328	343,827	294,000	15,672
551.401 Regional Early Action Planning (REAP)	11,254	11,877	-	-	(11,254)
570.014 Other Revenue Contributions	9,284,000	9,284,000	8,500	1,500	(9,275,500)
RSTP From Previous years- Held for Others	2,382,922	3,027,260	3,797,213	1,898,607	1,414,291
551.412 RSTP Exchange	644,404	769,953	929,852	644,000	285,448
Fund Balance (carry over previous years)	2,501,963	1,602,899	1,602,899	1,226,686	(899,064)
541.001 Interest Revenue	5,000	4,500	4,500	47,000	(500)
Total	15,608,758	15,015,817	6,723,791	4,148,793	(8,470,907)
State Transit Assistance (629.95.7300)					
551.406 STA Revenue	601,062	837,264	793,730	650,000	192,668
State of Good Repair (And carryover of SGR)	209,409	117,217	127,724	100,000	(81,685)
541.001 STA Interest Revenue	80	80	80	80	-
Total	810,551	954,561	921,534	750,080	110,983
COG Administration (628.95.7340)					
576.012 OPEB revenue	17,200	17,200	13,500	13,500	(3,700)
Misc. (carry over)	-	-	-	-	-
561.904 ALUC Fees	2,000	1,800	2,000	2,000	-
570.001 Contributions (LTF)	401,984	442,272	439,456	396,487	37,472
Total	421,184	461,272	454,956	411,987	33,772
Rideshare Fund (628.95.7330)					
556.310 CMAQ Rideshare	-	-	-	-	-
570.012 Donations/Balance	4,000	-	4,000	4,000	-
Total	4,000	-	4,000	4,000	-
LCTOP (628.95.7325)					
541.001 Interest	40	40	-	-	(40)
570.101 Carry Over Previous Years	6,282	-	-	-	(6,282)
551.401 State Grant Misc	157,268	1,572,968	163,282	168,180	6,014
Total	163,590	1,573,008	163,282	168,180	(308)
Hwy 25 Safety (628.95.7360)					
541.001 Interest Revenue	250	250	200	200	(50)
564.501 Copies	-	-	-	-	-
570.014 Reimbursement from Caltrans	-	-	-	-	-
570.014 Contributions (RDA)Balance	195,088	190,191	190,441	-	(4,647)
Total	195,338	190,441	190,641	200	(4,697)
Vanpool Administration Account (628.95.7370)					
542.010 Passenger Lease Fees	-	58	-	-	-
541.001 Interest	20	20	20	20	-
350.101 Carryover from previous years & sale of van	40,796	31,137	31,215	20,851	(9,581)
Total	40,816	31,215	31,235	20,871	(9,581)
TOTAL ALL REVENUES	32,603,025	32,754,667	25,759,820	22,613,690	(6,429,145)
*TOTAL COG REVENUES	27,974,197	28,630,235	20,987,405	18,911,167	(6,572,732)
Measure G (634.95.7391)					
541.001 Interest Revenue	11,440	265,657	266,985	274,194	255,545
550.113 SB 1 Local Partnership Program (LPP) - Formulaic	2,500,000	-	-	-	(2,500,000)
550.113 SB 1 Local Partnership Program (LPP) - Formulaic Cycle 3	600,000	-	-	-	(600,000)
512.001 Sales tax	12,386,533	12,957,179	-	-	(12,386,533)
512.001 Sales Tax-Tier I	-	-	3,750,326	3,851,585	3,750,326
512.001 Sales Tax-Tier II	-	-	8,186,909	8,407,956	8,186,909
512.001 Sales Tax-Tier III	-	-	954,510	980,282	954,510
512.001 Sales Tax-Administration	-	-	130,220	133,736	130,220
570.014 Prior Year Balance	14,311,084	14,867,746	19,721,768	23,212,537	5,410,684
TOTAL MEASURE G REVENUES	29,809,057	28,090,582	33,010,718	36,860,289	3,201,661

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

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

Acronyms Summary:

RSTP - Regional Surface Transportation Program	STA - State Transit Assistance
CMAQ - Congestion Mitigation and Air Quality	STIP - State Transportation Improvement Program
5311 - Federal Transit Administration Section 5311 Program	LTF - Local Transportation Fund
RMRA - Road Maintenance & Rehabilitation Account (St. Funds)	SRTP - Short Range Transit Plan
CRRSAA-Coronavirus Response and Relief Supplemental Appropriations Act of 2021	
CARES Act- Coronavirus Aid, Relief, and Economic Security Act	

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

EXPENDITURE DESCRIPTION	Adopted Budget FY 21/22	Estimated Actual to 30-Jun-22	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
EXPENDITURE DESCRIPTION					
Personnel	518,994	528,240	524,809	551,049	5,815
Services & Supplies	370,522	373,513	432,726	376,033	62,204
Contracts	9,569,032	9,379,637	228,941	21,300	(9,340,091)
Capital	-	-	-	-	-
Other	3,091,969	1,246,563	1,930,806	2,035,825	(1,161,163)
TOTAL EXPENDITURES	13,550,517	11,527,952	3,117,282	2,984,208	(10,433,235)
REVENUES					
See Revenue Sheet for detail	27,978,197	-	28,630,235	18,913,167	(6,572,732)
Operating Transfers Received	421,184	442,272	439,456	411,987	18,272
TOTAL REVENUES	28,399,381	29,072,507	21,426,861	19,325,155	(6,554,460)
TOTAL PROPOSED BUDGET	13,550,517	11,527,952	3,117,282	2,984,208	(10,433,235)

The Council of Governments budget accounts include:

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

BUDGET NOTES

Personnel

COG salaries to support all of COG's programs.

Total **524,809**

Services and Supplies

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

Total **432,726**

Contracts

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

Total **228,941**

Capital

No capital expenses proposed in this draft budget.

Other

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

Total **1,930,806**

TOTAL PROPOSED BUDGET **3,117,282**

Proposed Budget FY 22/23
524,809
432,726
228,941
-
1,930,806
3,117,282

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

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to 6/30/2022	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
EXPENDITURE DESCRIPTION					
Personnel	12,471	51,994	64,354	-	51,883
Services & Supplies	-	361	1,760	-	1,760
Contracts	2,700,000	170,281	258,120	108,000	(2,441,880)
Capital	-	-	-	-	-
Other	8,712,647	8,146,178	8,186,909	8,334,274	(525,738)
TOTAL EXPENDITURES	11,425,118	8,368,814	8,511,143	8,442,274	(2,913,975)
REVENUES					
See Revenue Sheet for detail	29,809,057	28,090,582	33,010,718	38,147,326	3,201,661
Operating Transfers Received	-	-	-	-	-
TOTAL REVENUES	29,809,057	28,090,582	33,010,718	38,147,326	3,201,661
FUND BALANCE			24,499,574	8,442,274	

Council of San Benito County
Governments

Adopted Budget
Fiscal Year 2023/2024

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

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

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

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

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

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

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

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

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

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

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
650.513 Operating Transfers (LTA-CE)	1,280,528	243,879	936,260	1,011,964	(344,268)
650.513 Operating Transfers (LTA-SS)	-	-	-	-	-
650.513 Operating Transfer (COG Admin)	366,552	442,272	439,456	396,487	72,904
650.513 Operating Transfer (2% reserve Bike & Ped)	55,677	55,236	55,512	57,180	(165)
650.513 Operating Transfer (Hollister)	-	-	-	-	-
650.513 Operating Transfer (San Juan Bautista)	-	-	-	-	-
650.513 Operating Transfers (San Benito Co. PW)	-	-	-	-	-
Total	1,702,757	741,387	1,431,228	1,465,632	(271,529)
TOTAL PROPOSED BUDGET	1,702,757	741,387	1,431,228	1,465,632	(271,529)

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

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
LTF Balance from previous years)	6,327,367	6,064,803	8,090,679	9,440,554	1,763,312
Set Aside for Local Streets & Roads(carryover)	1,241,578	1,241,578	1,241,578	620,789	-
340.101 TDA 2% Reserve for Bike/Ped	777,684	772,549	828,061	883,574	50,377
541.001 LTF Interest Revenue	5,458	5,458	5,490	5,605	32
550.102 General Sales Tax 1/4% (LTF)	2,783,857	2,761,805	2,775,614	2,859,021	(8,243)
TOTAL REVENUE	11,135,944	10,846,193	12,941,422	13,809,543	1,805,478

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (Operating Transfers out)	1,702,757	741,387	1,431,228	1,465,632	(271,529)
TOTAL EXPENDITURES	1,702,757	741,387	1,431,228	1,465,632	(271,529)
REVENUES					
Revenues	\$11,135,944	\$10,846,193	12,941,422	13,809,543	1,805,478
TOTAL REVENUES	11,135,944	10,846,193	12,941,422	13,809,543	1,805,478
TOTAL PROPOSED BUDGET	1,702,757	741,387	1,431,228	1,465,632	(271,529)

FUND BALANCE	11,510,194
DESIGNATED FUND BALANCE	2,069,639
UNDESIGNATED FUND BALANCE	9,440,554

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

BUDGET NOTES	Proposed Budget FY 23/24
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies No Services and Supplies are proposed in this Budget.	
Total	-
Contracts No Contract expenditures are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Other includes operating transfers to the LTA and COG Administration budgets. There is a required set-aside of 2% for bicycle and pedestrian projects as mandated in the Transportation Development Act.	
Total	1,431,228
TOTAL PROPOSED BUDGET	1,431,228

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

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

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

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

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

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

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

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

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

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

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

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

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

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

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

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

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

EXPENDITURE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
Personnel						
610.101	Salaries	170,173	207,945	194,745	204,482	24,572
	Total	170,173	207,945	194,745	204,482	24,572
Services and Supplies						
619.126	Magazines and Subscriptions	480	300	300	300	(180)
619.132	Communications	2,700	3,160	3,500	3,500	800
619.138	Computer Maintenance	1,000	1,500	1,000	1,000	-
619.140	Computer Supplies	800	1,500	800	800	-
645.701	General Insurance	5,089	4,930	4,920	5,000	(169)
619.152	Maintenance of Equipment	2,000	750	900	900	(1,100)
619.158	Maintenance of Structure	500	150	500	500	-
619.280	Marketing	1,500	1,560	7,600	1,600	6,100
619.166	Membership Dues	-	-	-	-	-
619.17	Office Equipment	2,000	460	-	-	(2,000)
619.176	Special Project Supplies	250	-	-	-	(250)
619.174	Supplies	2,400	2,400	1,700	-	(700)
619.172	Postage and Delivery	800	610	700	700	(100)
619.210	Legal	16,000	33,875	20,000	20,000	4,000
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	1,135	839	1,000	1,000	(135)
619.184	Rent Equipment	2,300	2,284	2,300	2,300	-
619.186	Rent Structures	41,175	41,173	42,305	42,305	1,130
619.268	Special Dept. Expense - Other	1,744	3,804	71,000	1,000	69,256
619.196	Travel Lodging	800	-	-	-	(800)
619.198	Travel Meals	200	-	-	-	(200)
619.194	Training	-	-	1,000	-	1,000
619.200	Travel Transportation	1,456	600	700	700	(756)
649.101	Cost Allocation Plan	87,530	87,530	62,086	90,000	(25,444)
619.306	Utilities	3,500	4,402	4,400	4,400	900
	Total	175,359	191,827	226,711	176,005	51,352
Contracts						
619.250	Special Dept. Expense - Contracts	58,432	47,432	20,000	18,000	(38,432)
	Total	58,432	47,432	20,000	18,000	(38,432)
Capital						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
640.320	OPEB Charges	-	-	-	-	-
645.704	Retiree medical	17,220	14,068	13,500	13,500	(3,720)
	Total	17,220	14,068	13,500	13,500	-
TOTAL PROPOSED BUDGET		421,184	461,272	454,956	411,987	37,492

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

REVENUE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
576.012	OPEB revenue	17,200	17,200	13,500	13,500	(3,700)
570.006	Miscellaneous (carry over)	-	-	-	-	-
576.012	ALUC Fees	2,000	1,800	2,000	2,000	-
576.012	Contributions(LTF)	401,984	442,272	439,456	396,487	37,472
TOTAL REVENUE		421,184	461,272	454,956	411,987	33,772

EXPENDITURES VS REVENUES		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
EXPENDITURES						
	Personnel	170,173	207,945	194,745	204,482	24,572
	Services & Supplies	175,359	191,827	226,711	176,005	51,352
	Contracts	58,432	47,432	20,000	18,000	(38,432)
	Capital	-	-	-	-	-
	Other	17,220	14,068	13,500	13,500	(3,720)
TOTAL EXPENDITURES		421,184	461,272	454,956	411,987	33,772
REVENUES						
	Revenues	421,184	461,272	454,956	411,987	33,772
TOTAL REVENUES		421,184	461,272	454,956	411,987	33,772
TOTAL PROPOSED BUDGET		421,184	461,272	454,956	411,987	33,772

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

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

BUDGET NOTES	Proposed Budget FY 23/24
Personnel Personnel includes staff salaries and the Board of Directors stipend.	
Total	194,745
Services and Supplies Services and Supplies for COG operations.	
Total	226,711
Contracts Contracts include the cost of the financial audit and ALUC consultant fee.	
Total	20,000
Capital	
Total	-
Other COG's share of cost for current employees retirement benefits (OPEB - Other Post Employee Benefits). In FY 23/24 COG will be taking a distribution from its California Employers' Retiree Benefit Trust (CERBT) fund to cover the OPEB expenses.	
Total	13,500
TOTAL PROPOSED BUDGET	454,956

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
Personnel					
610101 Salaries (Admin)	12,471	51,994	64,354	3,218	51,883
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	12,471	51,994	64,354	3,218	51,883
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance (Admin)	-	361	1,760	-	1,760
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	-	-	-	-
Total	-	361	1,760	-	1,760
Contracts					
619.250 Special Dept. Expense - Contracts (Tier I)	2,500,000	-	238,120	98,000	(2,261,880)
619.250 Special Dept. Expense - Contracts (Admin)	200,000	170,281	20,000	10,000	(180,000)
Total	2,700,000	170,281	258,120	108,000	(2,441,880)
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
350.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers- LPP Formulaic Cycle 3	600,000	-	-	-	-
640.513 Operating Transfers- Sales Tax Rev (Tier II)	8,112,647	8,146,178	8,186,909	8,334,274	74,262
Total	8,712,647	8,146,178	8,186,909	8,334,274	74,262
TOTAL PROPOSED BUDGET	11,425,118	8,368,814	8,511,143	8,445,491	(2,313,975)

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

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
541.001 Interest Income	11,440	265,657	266,985	274,194	255,545
550.113 SB 1 Local Partnership Program (LPP) - Formulaic	2,500,000	-	-	-	(2,500,000)
550.113 SB 1 Local Partnership Program (LPP) - Formulaic Cyc	600,000	-	-	-	(600,000)
512.001 Sales tax	12,386,533	12,957,179	-	-	(12,386,533)
570.014 Sales Tax-Tier I	-	-	3,750,326	3,851,585	3,750,326
570.014 Sales Tax-Tier II	-	-	8,186,909	8,407,956	8,186,909
570.014 Sales Tax-Tier III	-	-	954,510	980,282	954,510
570.014 Sales Tax-Administration	-	-	130,220	133,736	130,220
570.014 Prior Year Balance	14,311,084	14,867,746	19,721,768	24,499,574	5,410,684
TOTAL REVENUE	29,809,057	28,090,582	33,010,718	38,147,326	(11,480,662)

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
EXPENDITURES					
Personnel	12,471	51,994	64,354	-	51,883
Services & Supplies	-	361	1,760	-	1,760
Contracts	2,700,000	170,281	258,120	108,000	(2,441,880)
Capital	-	-	-	-	-
Other	8,712,647	8,146,178	8,186,909	8,334,274	(525,738)
TOTAL EXPENDITURES	11,425,118	8,368,814	8,511,143	8,442,274	(2,913,975)
REVENUES					
Revenues	29,809,057	28,090,582	33,010,718	38,147,326	3,201,661
TOTAL REVENUES	29,809,057	28,090,582	33,010,718	38,147,326	3,201,661
TOTAL PROPOSED BUDGET	11,425,118	8,368,814	8,511,143	8,442,274	(2,913,975)

	FUND BALANCE	24,499,574
DESIGNATED FUND BALANCE	DESIGNATED FUND BALANCE	-
	UNDESIGNATED FUND BALANCE	24,499,574

BUDGET NOTES	Proposed Budget FY 23/24
Personnel Administration of Measure G.	
Total	64,354
Services and Supplies County Counsel, insurance, and services as needed.	
Total	1,760
Contracts Contracts for consultants needed for services, implementation, and administration of the Measure G.	
Total	258,120
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Distribution of Tier II Measure G funds to the County of San Benito, City of Hollister, and City of San Juan Bautista.	
Total	8,186,909
TOTAL PROPOSED BUDGET	8,511,143

APPENDIX

PURCHASING POLICIES FOR THE COUNCIL OF GOVERNMENTS

A. DEFINITIONS

For the purpose of this article, the following words and phrases shall have the meaning respectively ascribed by this section:

- 1) Agency: Council of Governments
- 2) Board of Directors: The governing body of the agency.
- 3) Contractual services: Any telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the agency, but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of this chapter.
- 4) Fixed Assets: Any piece of tangible personal property having an estimated useful life of one calendar year or more, capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practices (i.e., equipment, machinery, vehicles, furnishings,) with an accounting value of \$3,000 or more.
- 5) Local Business: any person or entity that regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, the County of San Benito.
- 6) Professional Services: An independent contractor's expert advice or professional services that involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, provide a recommended course of action, and have an end product transmitting information which is related to COG programs. Providers are selected based on qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise, technical skill or training customarily acquired either by a prolonged course of study or equivalent experience, such as accountants, financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, law enforcement retained certified laboratories, attorneys and other litigation-related specialist, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction project management firms.

- 7) Supplies and equipment: Any personal property, such as physical articles, materials or things, which property shall furnished to, or shall be used by the agency.

B. PURPOSE OF CHAPTER

The purpose of this chapter is to adopt policies and procedures governing purchases of supplies, equipment, and contractual services by the agency in accordance with section 54200 et seq. of the Government Code. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

C. DESIGNATION OF THE PURCHASING AGENT

The Board of Directors appoints the Executive Director or designee to serve as the Purchasing Agent for Council of Governments.

D. PURCHASING AGENT – POWERS AND DUTIES

The Purchasing Agent shall have all the duties and powers prescribed by the laws of the state including the following duties:

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for COG where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the COG with or without furnishing of material where the aggregate cost does not exceed \$50,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing COG projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of COG, contracts to lease or rent for the COG real property or storage space where funding has been approved by the COG Board, with an annual rent not to exceed \$50,000.

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

The Purchasing Agent has the authority to designate such assistants and limit or rescind authority. The Purchasing Agent may delegate the authority to purchase to a deputy or assistant.

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

The Assistant Purchasing Agent shall have all the duties and powers prescribed by laws of the state relating to COG purchasing agents, and orders of the Board of Directors to include the following duties:

1. Acquisition of Personal Property - To purchase, equipment, materials, supplies and all other personal property and services for COG where funding has been approved and budgeted by the Board unless specified otherwise in the COG Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors for professional services through contracts where the cost does not exceed \$3,000, where funding has been approved and budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Rental of Real Property – To negotiate and execute in the name of COG, contracts to lease or rent for COG real property or storage space, with an annual rent not to exceed \$3,000, where funding has been approved and budgeted by the Board.

G. PURCHASING METHODS AND PROCEDURES

In the performance of his/her function hereunder, the Purchasing Agent or Assistant Purchasing Agent shall comply with all applicable statutes and regulations. Purchases shall be made using such methods and procedures to secure the lowest price consistent with the quality desirable for the use intended. The Purchasing Agent and Assistant Purchasing Agent shall comply with standards set forth in the Council of Governments Rules & Regulations, Section 3 – Purchasing Policy.

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

Except as otherwise directed by law, or as directed by the Board of Directors, competitive process is not required for the following purchases:

1. Expert and professional services which involve extended analysis: the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience as defined under Definitions – Professional Services.
2. Legal brief printing, stenographic services, and transcripts.
3. Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
4. Insurance.
5. Contracts for services which by law when some other office or body is specifically charged with obtaining.
6. Public utility services.
7. Ordinary travel expenses.

8. Personal property or services obtainable through master contracts or purchasing association pools identified for the use and benefit of all local agencies.
9. Where law fixes the price of property or services.
10. Training, seminars, and classes for COG personnel.
11. Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of COG, or the necessary emergency repair of COG equipment.
13. When the product/services are needed by COG pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

I. CONTRACTUAL PROCEDURES

All Contracts are binding legal documents that are subject to the following provisions:

1. All contracts, leases and any amendments or modifications shall be reviewed and approved as to legal form by the County Counsel's Office prior to execution of the Purchasing Agent, Assistant Purchasing Agents and/or Board of Directors.
2. Prior approval shall be obtained from County Counsel's Office before any contracts for professional services relating to outside attorney services are executed.

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

1. The Purchasing Agent shall establish and maintain procedures and specifications to ensure that COG gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no recycled materials, or a lesser amount of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no recycled materials, or a lesser amount of recycled materials.
2. "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301© of the Public Contract Code, and means, with respect to other products, a "recycled product," as that term is defined in Section 12301(d) of the Public Contract Code.

3. To the extent that the Public Contract Code or other provisions of state law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of state law shall prevail.

K. PREFERENCE FOR LOCAL BUSINESSES

When all other factors are determined to be equal, preference shall be given to individuals or firms having a bona-fide place of business within the County of San Benito. Any responsive, responsible bid, proposal or quote for materials and supplies from a local business which is within ten percent (10%) of the lowest responsive, responsible bid, proposal or quote for materials and supplies, shall be considered equal to the amount of the lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business-located within the County of San Benito.

L. UNLAWFUL PURCHASES

Failure of the Purchasing Agent or Assistant Purchasing Agent to adhere to the provisions of this policy may incur costs not meriting the definition of county charges and therefore becoming the personal responsibility of the Purchasing Agent or Assistant Purchasing Agent. Except as otherwise provided by law, no purchase of Materials, supplies, furnishings, equipment, other personal property or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

Emergency purchases may be made by the Purchasing Agent or Assistant Purchasing Agent when a generally unexpected occurrence or unforeseen circumstances require an immediate purchase of material, supplies or equipment:

1. in order to avoid a hazard to life or property;
2. in order to avoid a serious interruption or discontinuance of essential services or operation of COG;
3. in order to make necessary emergency repairs of COG equipment required to provide essential services or for the operation of COG; or
4. in order to avoid economic loss to COG.

Emergency purchases shall be submitted to the Board of Directors for ratification at its next meeting.

N. PROTEST PROCEDURES

Any aggrieved potential provider of supplies, equipment or contractual services may file a written protest against a potential purchase by the board of directors. The protest shall be

filed with the Executive Director one (1) day before the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. The exact basis for the protest and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought shall be specified in writing and filed with the Executive Director who shall render a written decision in response to the protest not later than five (5) days after the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. Any protester disagreeing with the decision of the Executive Director may file an appeal not later than five (5) days after the date of the Executive Director's decision. The appeal shall state the basis of error that the Executive Director allegedly made. The board of directors shall hear the appeal at the next meeting when the appeal may be placed on the agenda.

O. ACCEPTANCE OF GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

Policies for Amending the Council of San Benito County Governments’ Budget

Periodically, it may be necessary for the Executive Director to take financial steps to support administrative functions. A transfer of funds from one item to another may sometimes be needed due to inadequate budget allocations or unforeseen circumstances. Below are the policies for amending the Council of Governments’ Budget.

1. BUDGET TRANSFER REQUEST FORM

- a. A Budget Adjustment/Transfer Form must be completed to initiate any budget transfer. (See Attachment 1)
- b. The Budget Adjustment/Transfer Form must be signed by the Executive Director and/or the Administrative Services Specialist.

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

Interdepartmental transfers of less than \$50,000.

Interobject transfers of less than \$50,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

- a. The following Budget Transfers can only be made with prior approval of the Board of Directors.

Transfers of revenue increases.

Interdepartmental transfers of more than \$50,000.

Interobject transfers of more than \$50,000.

Note: Intraobject is within object titles example within Services and Supplies.
Interobject is between object titles example between Contracts and Personnel.

- a. The following Budget Transfers may be made with prior approval of the Executive Director

**Council of San Benito County Governments
BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type:

Fiscal Year: _____

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: _____

Org Key: _____

**Interdepartmental Transfer or
Interobject Transfer >\$50,000**
(Requires Board Approval)

Interobject Transfer <\$50,000
(Requires Executive Director and Admin Ser Spe)

Intraobject Transfer
(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
Total			\$ -	\$ -

Comments: _____

Submitted: _____ Date _____

Verification of Sufficient Funds: _____
 Administrative Services Specialist Date _____

Approval: _____
 Executive Director Date _____

Approval by COG Board _____
 Date _____

Attested: _____
 Clerk of the Board: _____ Vote: _____ Yes _____ No



STAFF REPORT

Action

Prepared By: Veronica Lezama,
Transportation Planning Manager

Subject: Cost Sharing Agreement

Agenda Item No. 9

Approved By: Binu Abraham, Executive Director

Meeting Date: June 15, 2023

Recommendation:

APPROVE Amendment No. 4 to the Cooperative Agreement with Caltrans Reflecting a Construction Cost Increase to Fund the State Route 156 Improvement Project.

Summary:

Caltrans and COG have an existing Cooperative Agreement that outlines the funding share agreement for the project. Additional funds are needed to fill the present construction funding shortfall.

Background/ Discussion:

Caltrans reports that during construction, unforeseen unsuitable material has generated cost increases requiring the need for an additional \$13,808,000 in funds. Funding is proposed to be provided through supplemental Interregional Transportation Improvement Program (ITIP) and Regional Transportation Improvement Program (RTIP)/State Transportation Improvement Program by Caltrans and San Benito COG, respectively (Attachment 2).

Caltrans and COG have an existing Cooperative Agreement that outlines the funding agreement for the SR 156 Improvement Project. A proposed Cooperative Agreement amendment is attached, which reflects the COG's share of RTIP/STIP funds for a total of \$4,255,000 increase (Attachment 1). Caltrans' share will be provided by ITIP funds in the amount of \$9,553,000 (Attachment 2). Combined, Caltrans and COG will cover the current funding shortfall of \$13,808,000. The California Transportation Commission will consider approval of the ITIP and RTIP/STIP funding at their June 28-29, 2023, California Transportation Commission meeting.

Caltrans notes that the construction cost increase is attributed to two contract change orders. The first change order is attributed to the need for lime treatment due to saturated topsoil. During construction, due to the severity of January-March winter storms and high groundwater level, the contractor encountered saturated soil, which hindered the topsoil removal and compaction. The second contract change order is associated with changing the trucks need for hauling

embankment material and additional equipment needed to integrate the lime treatment (Attachment 3).

Financial Impact:

Amendment No. 4 to the Cooperative Agreement with Caltrans commits San Benito COG's share of future Regional Transportation Improvement Program (RTIP)/State Transportation Improvement Program (STIP) by \$4,255,000. San Benito COG receives approximately \$1,400,000 every two years in RTIP funds.

Attachments:

1. Amendment No. 4 to Cooperative Agreement No. 05-0308
2. Funding Pie Charts
3. Caltrans Construction Cost Increase Explanation
4. Slide Deck SR 156 Improvement Project

AMENDMENT NO. 4 TO AGREEMENT 05-0308

This Amendment No. 4 (AMENDMENT) to Agreement 05-0308 (AGREEMENT), executed on and effective from _____, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

Council of San Benito County Governments, a public corporation/entity, referred to hereinafter as SBCOG.

RECITALS

1. CALTRANS and SBCOG, collectively referred to as PARTIES, entered into AGREEMENT on May 19, 2020, defining the terms and conditions for widening State Route 156 in San Benito County, post miles 3.0 to R8.2, from a two-lane conventional Highway to a four lane Expressway will be referred to as PROJECT.
2. The AGREEMENT established the SBCOG will contribute \$24,339,000 to the PROJECT. Contributed funds will be used for the PROJECT.
3. PARTIES entered into Amendment No. 1 to AGREEMENT on August 12, 2021, to adjust the Funding Table. Thus, SBCOG is now contributing
 - a. Adding \$404,017 in HIP
 - b. Increasing STIP/RIP by \$404,000
 - c. Increasing SB1-LPP by \$2,500,000
 - d. and decreasing Local funds by \$2,500,000to cover PROJECT cost increases to a total of \$25,147,017.
4. PARTIES entered into Amendment No. 2 on March 4, 2022, thus agreeing that the HIP funds are a fixed contributed amount. Eligible costs will spend HIP funds and the Local matching funds first prior to spending CTC voted funds.
5. PARTIES entered into Amendment No. 3 on May 3, 2022, thus adjusting Fund Source to accommodate Construction Bids. This included
 - a. increasing Local Funds by \$2,145,000
 - b. Increasing STIP/RIP by \$4,540,000.
 - c. Updating the LPP language to fixed contributed amount at \$2,500,000.

Article 22 was added to read as follows: PARTIES agree that LPP funds will be a fixed contributed amount.

- 6. PARTIES now seek to adjust Fund Sources to accommodate Construction Change Orders.
 - a. Increasing STIP/RIP by \$4,255,000

IT IS THEREFORE MUTUALLY AGREED:

- 1. Article 14 in the AGREEMENT is replaced in its entirety to read as follows:

FUNDING TABLE 3			
Fund Source	Fund Type	Project Component	Amount
LOCAL	LOCAL*	Construction Capital	\$9,231,655
LOCAL	LOCAL ^M	Construction Capital	\$52,345
FEDERAL	HIP	Construction Capital	\$404,017
STATE	SB1-LPP	Construction Capital	\$2,500,000
STATE	STIP/RIP	Construction Capital	\$23,899,000
Total Funds			\$36,087,017

^M non-Federal match.

*Includes \$2,500,000 of match for SB1-LPP

- 2. Recital No. 4 is replaced in its entirety to read as follows:

SBCOG will contribute an amount of \$36,087,017. Contributed funds will be used for the PROJECT.

- 3. All other terms and conditions of the AGREEMENT shall remain in full force and effect.
- 4. This AMENDMENT is deemed to be included and made a part of the AGREEMENT.

CONTACT INFORMATION

The information provided below indicates the primary contact information for each PARTY to this AGREEMENT. PARTIES will notify each other in writing of any personnel or location changes. Contact information changes do not require an amendment to this AGREEMENT.

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

Executive Director: Binu Abraham

Phone Number: 831-637-7665

E-mail: babraham@sanbenitocog.org

Billing Address: 330 Tres Pinos Road, C7

Hollister, CA 95023

CALTRANS

Project Manager: Terry Thompson

Phone Number: 805-503-5013

E-mail: terry.thompson@dot.ca.gov

SIGNATURES

PARTIES are authorized to enter into this AMENDMENT and have delegated to the undersigned the authority to execute this AMENDMENT on behalf of the respective agencies and hereby covenants to have followed all the necessary legal requirements to validly execute this AMENDMENT. By signing below, the PARTIES each expressly agree to execute this AMENDMENT electronically.

The PARTIES acknowledge that executed copies of this AMENDMENT may be exchanged by facsimile or email, and that such copies shall be deemed to be effective as originals.

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

**COUNCIL OF SAN BENITO COUNTY
GOVERNMENTS**

By: _____
Scott Eades
District Director

By: _____
Bea Gonzales
SBCOG Chair

VERIFIED OF FUNDS & AUTHORITY:

APPROVED AS TO FORM &
PROCEDURE:

By: _____
Cheryl Berry
District Budget Manager

By: *Shirley L. Murphy 6/8/23*
Shirley L. Murphy, Deputy County Counsel
SBCOG Legal Counsel

CERTIFIED AS TO FINANCIAL
TERMS & POLICIES:

By: _____
Nadine Karavan
HQ Accounting Supervisor

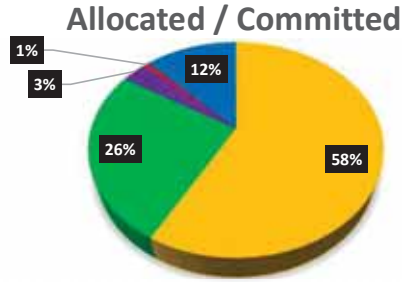


05-34490 San Benito Route 156 Improvement Project
Estimated Construction Capital Funding Shortfall

(as of April 2023)



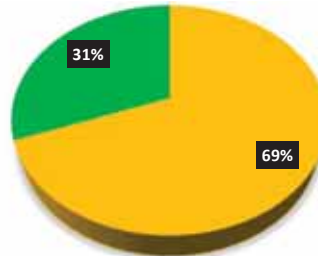
Current Funding Status	
Fund Source	Amount
ITIP 025.700	\$ 44,098,000
RTIP 075.600	\$ 19,644,000
SB1 LPP 724.000	\$ 2,500,000
HIP (Fed) 400.335	\$ 404,017
Local 400.100	\$ 9,284,000
Total =	\$ 75,930,017



ITIP 025.700 RTIP 075.600 SB1 LPP 724.000 HIP (Fed) 400.335 Local 400.100

Estimated Additional Need Split

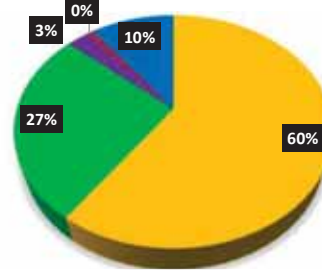
Estimated Additional Need Split	
Fund Source	Amount
ITIP 025.700	\$ 9,553,000
RTIP 075.600	\$ 4,255,000
Total =	\$ 13,808,000



ITIP 025.700 RTIP 075.600

Total Proposed Allotment	
Fund Source	Amount
ITIP 025.700	\$ 53,651,000
RTIP 075.600	\$ 23,899,000
SB1 LPP 724.000	\$ 2,500,000
HIP (Fed) 400.335	\$ 404,017
Local 400.100	\$ 9,284,000
Total =	\$ 89,738,017

Total Proposed Allotment



ITIP 025.700 RTIP 075.600 SB1 LPP 724.000 HIP (Fed) 400.335 Local 400.100

Caltrans Cost Increase Explanation

The process that led to the cost increase is as follows: During the Plans, Specifications and Estimate (PS&E) design phase of this project, Geotech Design recommended removing and recompacting the top three feet of topsoil to ensure a solid foundation (subgrade) for the embankment construction. Geotech Design stated, "Removal of the topsoil to this depth should ensure that we are below the depth disturbed by agricultural grading and that adequate compaction is achieved as this section is built back up." The Contract Bid Documents included the construction detail plans and Standard Special Provision (SSPs) outlining Geotech Design's recommendation. During construction, due to the severity of January-March winter storms and high groundwater level, the contractor encountered saturated soil, which hindered the topsoil removal and compaction. Geotech Design recommended to process original ground with 18" of lime treatment to stabilize the existing ground. Areas of local failure after 18" lime treatment would be treated with 36" lime treatment. The lime treatment, Change Order No. 10, is in the amount of \$3,421,720.

Implementing the new process recommended by Geotech to ensure a solid foundation (subgrade) caused a change in construction character. The construction method changed from using Cat 637 scrapers to remove the first 3 feet of top soil to utilizing trucks for hauling embankment material and additional equipment needed to integrate the lime treatment proposed by Geotech Design. Each scraper can haul 2.5 to 3 times the material than a truck. The contractor has submitted a claim for a change in the construction character in the amount of \$10,386,600. This will be represented as draft Change Order #15.

The total cost of this supplemental funds request is \$13,808,000, which will provide funds for Change Order #10 (\$3,421,720) and pending Change Order #15 (\$10,386,600). The Standard Specification section 4-1.05B states a Work-Character Change is when "The Department adjusts the unit price for an item if the ordered plan or specification change materially changes the character of a work item from that on which the bid item price was based." In this case the nature and sequencing of roadway excavation changed due to the elimination of roadway top soil removal.

Furthermore, to minimize construction cost increases, before Geotech Design recommended lime treatment, the Caltrans contractor investigated the following:

- o Initially, the contractor ripped the ground and let it dry out as required by section 19 of the Standard Special Provisions. However, this conventional method was not successful for most of the grade because the unstable condition is not shallow, and it could not be dried out.
- o The contractor also tried to use equipment with wider tracks (MudCat) but this was not successful because the equipment continued to sink into the saturated soil.
- o Several test holes were dug to determine the extent of the unstable ground. This was successful since it determined that the area towards the east of PM 5.58 seemed to be in workable conditions and lime was only need from PM 4.06 to PM 5.58 (1.5 miles).

- The cost of placing Geofabric and crushed rock instead of lime was considered but it was not successful. This method's cost would have been exuberant due to the scale of work.
- The most cost-effective method for this situation was to use stabilized soil.
 - Cement treatment was not an option due to the high clay content of the grade, therefore it was not successful
 - The soil was tested for sulphates which was successful, and the soil was found to be suitable for lime treatment

Geotech Design recommended (after analyzing field test sections) to incorporate lime treatment in top 18 inches of soil and in top 36 inches of soil where unsuitable material is deeper for approximately 1.5 miles of the roadway prism.



CONSTRUCTION UPDATE

San Benito Council of Governments, June 15, 2023

Terry Thompson, Project Manager





Today's Topics

- Progress To Date
- Construction Issue – Significant Unforeseen Unsuitable Material
 - Background
 - Actions Taken
 - Next Steps
- Questions



Progress To Date

- Roadway excavation has been completed from Alameda to Union Rd.
- Mass excavation at Union Rd Hill has been completed. PG&E will relocate their gas transmission line.
- 90% of embankment construction is complete. Contractor is working on the fine grading.
- Drainage system are mostly complete and irrigation supply lines are 40% complete.
- San Juan Creek Bridge work is underway. Contractor is driving piles for the mainline bridge.
- Contractor has started demolition of the Box Culvert at Mission Vineyard.





Construction Issue Background

- During the Plans, Specifications and Estimate design (PS&E) a Geotech Report was issued.
- The Geotech Report recommended removing and recompacting the top 3 feet of material to ensure a solid foundation (subgrade) for the embankment construction.
- Bid documents required Contractor to recompact the top 3 feet of material to ensure a solid foundation as recommended.
- Construction started in August 2022.
- During construction, due to the severity of January-March winter storms and high groundwater level, the contractor encountered unusually saturated soil, which hindered the topsoil removal and compaction.
- Caltrans Geotech Design evaluated alternatives to planned work.





Actions Taken

The following alternatives were investigated:

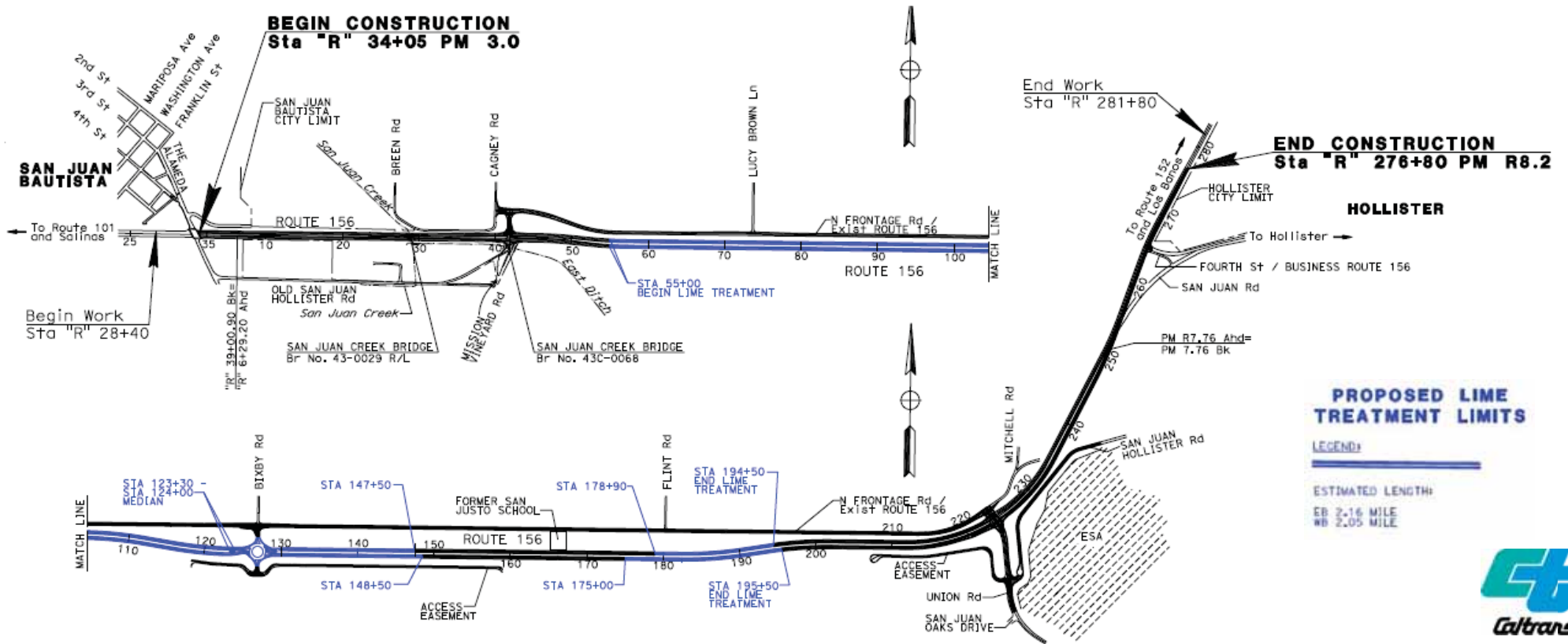
- Ripping the ground and let it dry out as required by section 19 of the SSP. Not successful
- The contractor also tried to use equipment with wider tracks (MudCat). Not successful
- Several test holes were dug to determine the extent of the unstable ground. Successful
- Placing Geofabric and crushed rock instead of lime was considered. Not successful.
- The most cost-effective method for this situation was to use stabilized soil.
 - Cement treatment. Not successful
 - Lime treatment. Successful

Results: Caltrans' Geotech Design recommended lime treatment at the unstable locations.



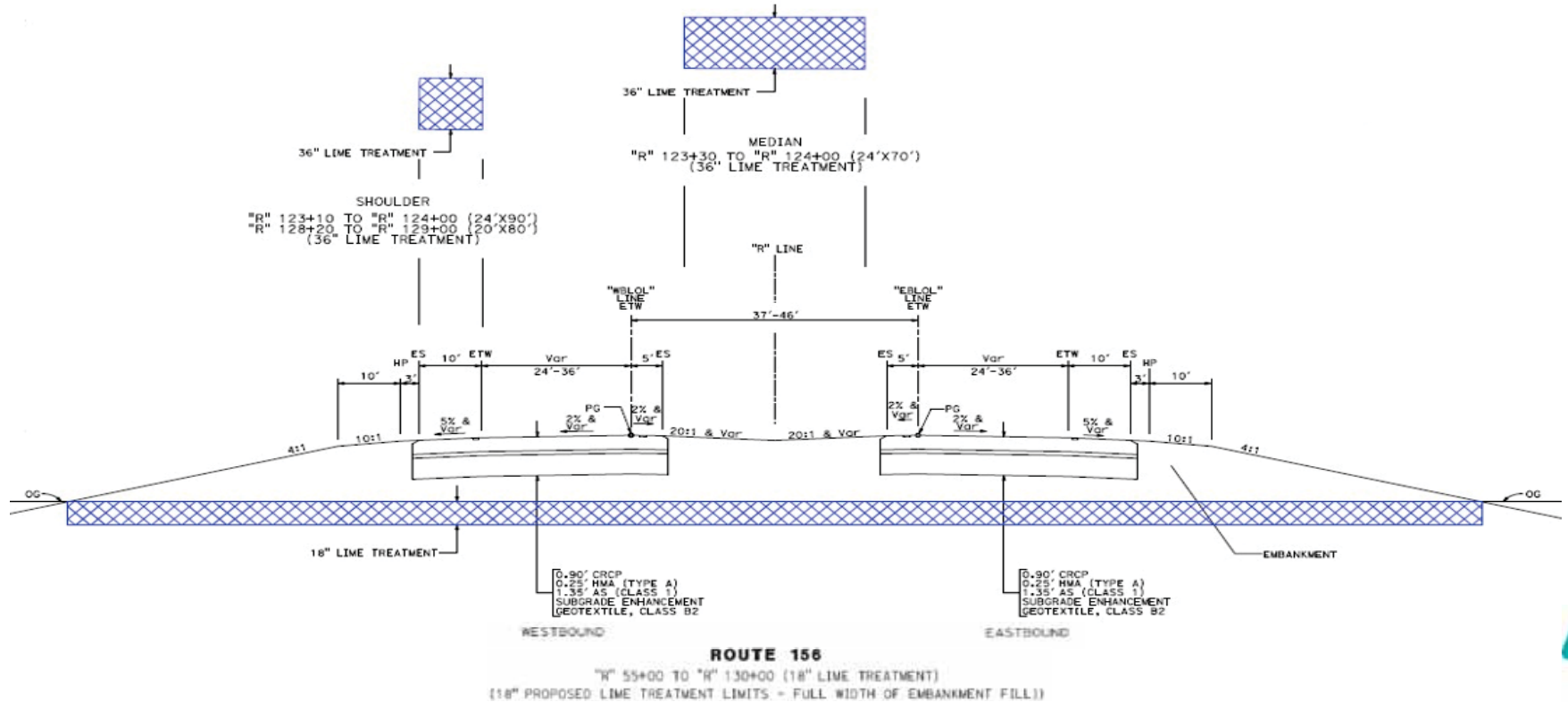


SR156 Construction Plan



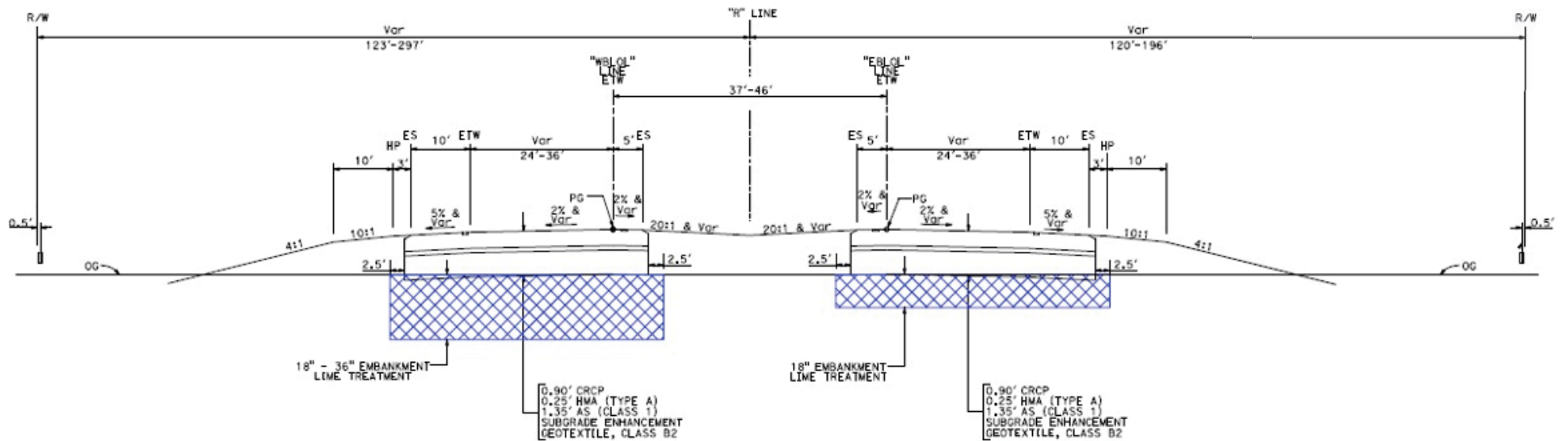


Proposed Lime Treatment Below Subgrade (1)





Proposed Lime Treatment Limits Below Subgrade (2)



"R" 130+00 TO "R" 134+00 (36" LIME TREATMENT)
 "R" 134+00 TO "R" 147+50 (18" LIME TREATMENT)
 "R" 178+90 TO "R" 194+50 (18" LIME TREATMENT)

"R" 130+00 TO "R" 148+50 (18" LIME TREATMENT)
 "R" 175+00 TO "R" 195+50 (18" LIME TREATMENT)





Change in Construction Character

The construction method changed:

- Contractor planned their earthwork with Cat 637 scrapers to remove 3 feet and keep building the embankment for the new alignment.
- Contractor is utilizing trucks to move the soil for the lime treatment proposed by Geotech Design

*The **Standard Specification section 4-1.05B** states a Work-Character Change is when “The Department adjusts the unit price for an item if the ordered plan or specification change materially changes the character of a work item from that on which the bid item price was based.”*



NEXT STEPS

- Teichert has continued construction
- Supplemental funds are required (Total \$13,808,320)
 - Lime Treatment \$3,421,720
 - Change in Construction Character \$10,386,600
- Obtain an executed Amended Cooperative Agreement from SBCOG board.
- Attend CTC meeting on June 28, 2023 to request supplemental funds for construction.



QUESTIONS?





STAFF REPORT

Information

Prepared By: Veronica Lezama,
Transportation Planning Manager
Subject: AMBAG 2023 Public Participation
Plan

Agenda Item No. 10

Approved By: Binu Abraham, Executive
Director
Meeting Date: June 15, 2023

Recommendation:

RECEIVE Presentation on the Association of Monterey Bay Area Governments' (AMBAG) Draft 2023 Public Participation Plan.

Summary:

The Association of Monterey Bay Area Governments' (AMBAG) is presenting the draft 2023 Public Participation Plan to the COG Board of Directors.

Background/ Discussion:

The Association of Monterey Bay Area Governments (AMBAG) staff will be presenting an overview of the draft 2023 Public Participation Plan (Attachment 1). The Public Participation Plan is a federally required Plan is a comprehensive document that guides regional planning agencies and local jurisdictions in the public participation process for the tri-county Monterey Bay region that either receive federal funds or are subject to a federally required action (Attachment 2).

Financial Impact:

There are no financial impacts.

Attachments:

1. AMBAG Public Participation Plan Staff Memo
2. Draft Public Participation Plan
3. Public Participation Plan Slide Deck

**MEMORANDUM**

TO: Council of San Benito County Governments
Board of Directors

FROM: Heather Adamson, Director of Planning

SUBJECT: Draft 2023 Public Participation Plan

MEETING DATE: June 15, 2023

RECOMMENDATION:

Receive a presentation on the *Draft 2023 Public Participation Plan*.

BACKGROUND/ DISCUSSION:

The federally required 2023 Public Participation Plan is a comprehensive document that guides regional planning agencies and local jurisdictions in the public participation process for the tri-county Monterey Bay region that either receive federal funds or are subject to a federally required action.

AMBAG, as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay region, prepares and adopts the Public Participation Plan at least once every four years. The prior Public Participation Plan, the *2019 Monterey Bay Area Public Participation Plan*, was adopted in October 2019 to comply with the Fixing America's Surface Transportation Act (FAST Act) of 2015 legislation. The *2023 Public Participation Plan* will cover the four-year period from 2023-2026 and was developed to adhere to the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act (IIJA/BIA) of 2021 and the FAST Act of 2015 legislation and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.

The 2023 Public Participation Plan (PPP) has been prepared by AMBAG in collaboration with the Council of San Benito County Governments (SBtCOG), the Santa Cruz County Regional Transportation Commission (SCCRTC), the Transportation Agency for Monterey County (TAMC), and the California Department of Transportation (Caltrans) District 5,

Planning Excellence!

with additional input and review by Monterey-Salinas Transit (MST), Santa Cruz Metropolitan Transit District (Santa Cruz METRO or SCMTD), San Benito County Express/Local Transportation Authority (LTA) and the cities and counties in the tri-county AMBAG metropolitan planning region. The above agencies are defined as Partners in this plan. SBtCOG, SCCRTC, and TAMC are referred to as Regional Transportation Planning Agencies (RTPAs).

The purpose of this PPP is to establish the process by which the public can participate in transportation planning, programming and project implementation including the development of the Metropolitan Transportation Plan/Sustainable Communities Strategy for the AMBAG region and the Regional Transportation Plans for Monterey, San Benito, and Santa Cruz counties. The 2023 Public Participation Plan incorporates strategies to ensure that, to the greatest extent possible, interagency consultation and public participation are an integral part of the regional transportation planning and decision-making process.

The 2023 Public Participation Plan emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online marketing strategies in public outreach.

Key sections of the *2023 Public Participation Plan* are listed below:

- Public Participation Plan Guiding Principles
- 2023 Public Participation Plan Timeline
- Incorporating Limited-English Proficiency (LEP) Populations into the PPP
- PPP Procedures and Development Process
- Interested Parties and Public Engagement
- Online and Visualization Outreach Strategies

An updated Public Participation Plan is the required guide for all public involvement activities conducted by AMBAG and the RTPAs. As such, the PPP contains the procedures, strategies and techniques used by AMBAG and the RTPAs for public involvement in all programs and projects that use federal funds.

A number of appendices are included in the 2023 PPP. For example, Appendix G includes the 2050 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) Public Involvement Program. This appendix outlines how AMBAG will engage the public and stakeholders throughout the development of the 2050 MTP/SCS.

Below are key dates for developing the *2023 Public Participation Plan*:

- **June - August 2023:** Present the Draft 2023 Public Participation Plan to Advisory Committees/Councils, Planning Directors Forum, RTPA Board of Directors, and to the AMBAG Board of Directors
- **June 14, 2023 - August 23, 2023:** 70-Day Public Comment Period
- **August 17, 2023:** Public hearing at the SBtCOG Board meeting
- **August - September 2023:** Prepare the Final 2023 Public Participation Plan
- **September 21, 2023:** SBtCOG Board of Directors will be asked to adopt the Final 2023 Public Participation Plan (if using AMBAG PPP as their plan)
- **October 11, 2023:** AMBAG Board of Directors will be asked to adopt the Final 2023 Public Participation Plan

The Draft 2023 Public Participation Plan is included as Attachment 1. Comments are due by August 23, 2023 to Heather Adamson at hadamson@ambag.org.

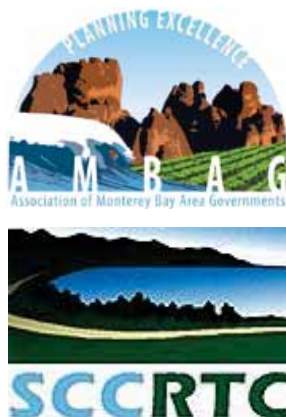
ATTACHMENT:

1. *Draft 2023 Public Participation Plan*

Draft 2023 Public Participation Plan

Association of Monterey Bay Area Governments
Council of San Benito County Governments
Santa Cruz County Regional Transportation Commission
Transportation Agency for Monterey County

June 2023



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I. Introduction

Background Summary

The *2023 Public Participation Plan (PPP)* has been prepared by the Association of Monterey Bay Area Governments (AMBAG) in collaboration with the Council of San Benito County Governments (SBtCOG), the Santa Cruz County Regional Transportation Commission (SCCRTC), the Transportation Agency for Monterey County (TAMC), and the California Department of Transportation (Caltrans) District 5, with additional input and review by Monterey-Salinas Transit (MST), Santa Cruz Metropolitan Transit District (Santa Cruz METRO or SCMTD), San Benito County Express/Local Transportation Authority (LTA) and the cities and counties in the tri-county AMBAG metropolitan planning region. The above agencies are defined as Partners in this plan. SBtCOG, SCCRTC and TAMC are referred to as Regional Transportation Planning Agencies (RTPAs).

The purpose of this PPP is to establish the process by which the public can participate in transportation planning, programming and project implementation including the development of the Metropolitan Transportation Plan/Sustainable Communities Strategy for the AMBAG region and the Regional Transportation Plans for Monterey, San Benito, and Santa Cruz counties. The 2023 Public Participation Plan incorporates strategies to ensure that, to the greatest extent possible, interagency consultation and public participation are an integral part of the regional transportation planning and decision-making process.

The Association of Monterey Bay Area Governments (AMBAG) is the federally designated Metropolitan Planning Organization (MPO) and serves as the regional forum for the study and discussion of regionally significant issues, which include but are not limited to: transportation housing, land use, and sustainability and climate change. Elected officials within the region's 18 cities and three counties form AMBAG's Board of Directors.

In pursuing its mission, "AMBAG provides strategic leadership and services to analyze, plan and implement regional policies for the benefit of the Counties and Cities of the Monterey Bay region balancing local control with regional collaboration." AMBAG strives to inform and involve its local jurisdictions and the general public throughout the various programs, projects, and work activities conducted by the agency.

The public participation policies and procedures described in this plan are structured to comply with all applicable federal and state legislation and express the genuine regional value and interest for all residents of the Monterey Bay region to participate in the shaping and implementation of regional policies and decisions regarding the region's multimodal transportation system.

The 2023 Public Participation Plan was developed to adhere to the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act (IIJA/BIA) of 2021 and Fixing America’s Surface Transportation Act (FAST Act) of 2015 legislation and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.

AMBAG and the RTPAs in the Monterey Bay region, see Figure 1-1 below, seek the participation of a diverse set of communities with an interest in regional planning efforts, including low income households, minority populations, Limited English Proficiency (LEP) populations, persons with disabilities, representatives from community and service organizations, tribal organizations, and other public agencies.

The policies and procedures in the *2023 PPP* were formed with the intent of using effective, achievable public outreach methods to increase public participation, and to create and maintain a regional transportation network that prioritizes equitable decision-making and transparency. Circumstances since the last update, such as the COVID-19 pandemic, have advanced the use of certain techniques to enhance input and participation through strategic virtual engagement. Due to the pandemic, virtual meeting platforms were essential to engaging the public during the development of the 2045 MTP/SCS and other major efforts. AMBAG worked diligently to ensure that individuals without devices were engaged through other sources by providing physical materials and technical support when necessary or requested. AMBAG will continue to engage the public both in person and virtually, even beyond the pandemic, due to the success of increased participation with virtual engagement strategies.

Eight Guiding Principles for Public Participation

1. Prioritize public engagement methods that increase equitable participation and distribution of resources in all outreach efforts, projects, and programs.
2. Valuing public participation and promoting broad based involvement by members of the community.
3. Providing varied opportunities for public review and input.
4. Treating all members of the public fairly, and respecting and considering all public input as an important component of the planning and implementation process.
5. Promoting a culture of dialogue and partnership among residents, property owners, the business community, organizations, other interested members of the public, and public officials.
6. Involving underserved communities and community groups, as well as other organizations.
7. Encouraging active public participation throughout the entire process.
8. Providing communications and agency reports that are clear, timely and broadly distributed.

AMBAG and the RTPAs perform a broad range of public participation and stakeholder engagement activities, such as:

- Conducting public meetings
- Establishing standing and ad hoc committees
- Partnering on studies and projects
- Providing educational and informational programs in accordance with statutory and regulatory directives

All of the activities listed above are open to public involvement and review. AMBAG and the RTPAs (TAMC, SBtCOG and SCCRTC) have taken this opportunity to update the *2023 Public Participation Plan* to further improve transportation decision-making in the region and to reach out to underserved communities within the Monterey Bay region more effectively. The goals set forth in the *2023 Public Participation Plan* are to further equitable participation and decision-making regionally by utilizing effective and innovative public outreach methods.

II. Regional Roles and Responsibilities

AMBAG, as the designated MPO, must follow federal and state legislation when developing and programming transportation projects. SBtCOG, SCCRTC and TAMC, the RTPAs within the AMBAG region, are required to follow federal legislation and state legislation as well if they are utilizing federal funding. Federal and state legislation requirements related to the Public Participation Plan can be found in Appendix E.

State Department of Transportation

California Department of Transportation (Caltrans) - District 5

Caltrans oversees the state transportation planning, and the MPO's transportation planning and programming processes. Caltrans' primary responsibility is to ensure the function of the state highway system and develop transportation projects of statewide importance, including intercity rail projects.

The State Transportation Improvement Program (STIP) includes transportation projects from throughout California, including those from all Monterey Bay Area jurisdictions for approval to the California Transportation Commission (CTC), a policy making body appointed by the Governor and State legislature. In the Monterey Bay region, Caltrans District 5 is the liaison between our partner agencies and Caltrans Headquarters.

Metropolitan Planning Organization

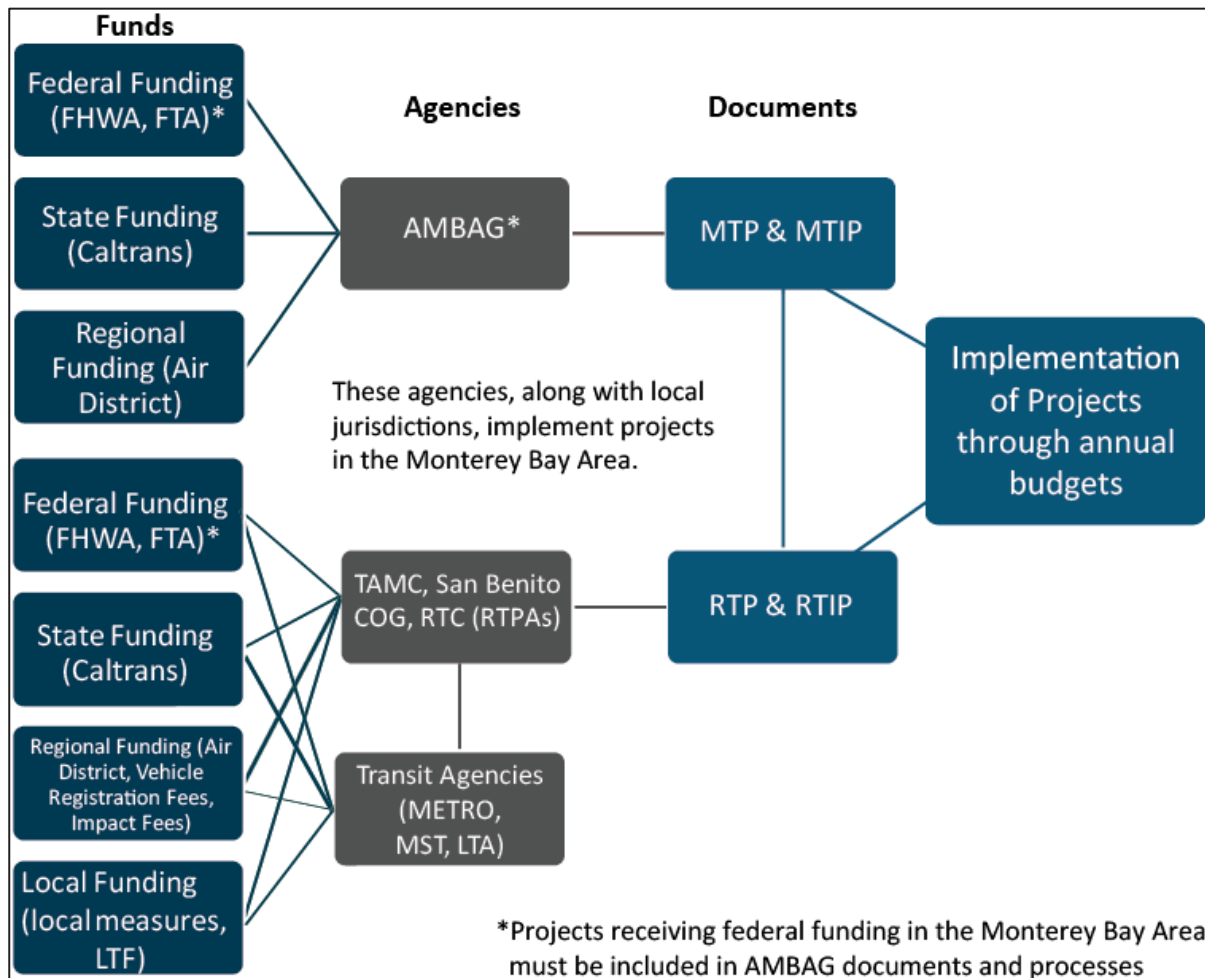
Association of Monterey Bay Area Governments (AMBAG)

Established by a joint powers agreement in 1968, AMBAG provides a forum for policy and planning issues in the Monterey Bay region. AMBAG acts as the regional Council of Governments (COG) for Santa Cruz and Monterey Counties and since 1968 has been designated by the Governor as the Metropolitan Planning Organization for the tri-county Monterey Bay region.

Membership of the Association of Monterey Bay Area Governments includes 21 jurisdictions within Monterey, San Benito, and Santa Cruz Counties. An elected official from each jurisdiction is appointed by that jurisdiction's City Council or Board of Supervisors, with each of the 18 cities represented by one member, and each of the three counties by two members, forming the 24 member AMBAG Board of Directors. A representative from TAMC, SBtCOG, SCCRTC, Caltrans, Monterey-Salinas Transit, Santa Cruz Metropolitan Transit District, Monterey Bay Air Resources District, Monterey Peninsula Airport District, and Central Coast Community Energy each serve as an ex-officio member.

AMBAG, as the MPO for the Monterey Bay region, is charged with developing and periodically updating a federal long range transportation plan and transportation improvement program for the region, as well as developing an annual Overall Work Program (OWP). These statutory requirements are satisfied throughout the development process of updating the Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS), the Metropolitan Transportation Improvement Program (MTIP) and the OWP.

Figure 2-1: Organizational Chart of Federal, State and Local Funding Sources and How Each are Distributed to Local Agency’s Projects and Programs



The Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS)

Adopted in June 2022, the 2045 Metropolitan Transportation Plan/Sustainable Communities Strategy (also known as Moving Forward 2045 Monterey Bay, or the MTP/SCS) is the long-range transportation plan for the Monterey Bay region that looks ahead at the possible transportation needs the region will have alongside the proposed growth of the region for the next 20 years. Proposed transportation projects must be included in this plan to be eligible for federal funding.

The Sustainable Communities Strategy (SCS) contained in this Plan requires the proposed transportation solutions to meet or further reduce the adopted greenhouse gas (GHG) emissions target goals specifically allocated for the Monterey Bay region set forth by the state. AMBAG is beginning the multi-year process to update the 2050 MTP/SCS and anticipates the plan to be completed by mid-2026.

The Metropolitan Transportation Improvement Program (MTIP)

The MTIP is the Monterey Bay region's short range transportation project programming document that contains transportation projects proposed for funding. The MTIP is required to be updated at least every four years; AMBAG typically updates this document every two years. Federal regulations require that the MTIP be prepared in consultation and coordination with our partner agencies in the region and be subject to an adequate public outreach and review process.

The MTIP programs transportation improvement projects are proposed to implement the adopted MTP/SCS. The RTIPs and SRTPs are prepared and approved by our partner agencies with extensive interagency consultation, as well as formal public review and hearings on the documents and their adoptions. The projects in the MTIP are, however, not simply a compilation of transportation projects already approved in other programs, but are part of a new program, subject to its own interagency consultation and public comments and review processes.

In addition, the MTIP is developed in consultation and coordination with the following agencies: Caltrans, San Benito County Express, MST (including their paratransit program RIDES), Santa Cruz METRO, SBtCOG, SCCRTC, and TAMC.

Federal regulations require the MTIP to be prepared by AMBAG staff in cooperation and consultation with the above agencies as well as federal (FHWA/FTA) oversight agencies. As per federal regulations, AMBAG conducts a proactive interagency consultation and public involvement process to ensure that complete information, timely public notice, full public access at key decisions, and early and continuing involvement of the public be provided during development of this MTIP. Once developed, the MTIP does not become a static document. It can be amended through a "Formal Amendment" or an "Administrative Modification" within the two-to-four-year cycle.

Formal amendments are changes to projects that are considered significant in nature such as adding or deleting regionally significant or federally funded projects or major changes to the cost or scope of projects and therefore must go through a 14-day public review and a comment period. Formal amendments require AMBAG Board approval, as well as state and federal

approval. AMBAG processes formal amendments to the MTIP on a quarterly schedule, and more often if warranted by special circumstances.

Administrative modifications to the MTIP are processed for minor program revisions. The criteria for administrative modifications and amendments are defined in IIJA/BIA and FAST Act. The administrative modifications are minor changes to projects and are not required to go through public review. AMBAG's Executive Director is authorized to approve administrative modifications to the MTIP.

The use of technical corrections and advancement or delay of funds using Expedited Project Selection Procedures (EPSP) can also be utilized to update the MTIP. No public review is necessary for AMBAG to use agreed-upon EPSP. EPSP is used to advance projects from the later years of the MTIP and delay the implementation of other projects from earlier years. These changes occur without modification or amendment, based on agreements between AMBAG, Caltrans, local transit operators, and RTPAs.

Air Quality Conformity Analysis

Currently, the Monterey Bay region is in attainment for federal air quality standards. However, if the region becomes non-attainment for federal air quality standards, additional public involvement and interagency consultation is required.

Interagency Consultation

The conformity rule* requires that Federal, State and local transportation and air quality agencies establish formal procedures to ensure interagency coordination on critical issues. Typical participants in interagency consultation include the FHWA, FTA, EPA, State DOTs, MPOs, and other local transportation agencies, and State and regional air quality agencies. In addition, public transportation operators are often active participants in interagency consultation.

Interagency consultation is a forum for discussing key assumptions to be used in conformity analyses, strategies to reduce mobile source emissions, specific impacts of major projects, issues associated with travel demand and emissions modeling, and the development of motor vehicle emissions budgets. The specific process that will be followed in each area must be adopted as part of the SIP and must be used to develop MTPs, TIPS and the SIP. These adopted interagency consultation procedures are included in the "conformity SIP."

* FHWA's Transportation Conformity: A Basic Guide for State and Local Officials (Feb. 2017): https://www.fhwa.dot.gov/environment/air_quality/conformity/2017_guide/fhwahep17034.pdf

Public Involvement

The air quality conformity analysis must be provided for public review and comment, similar to the MTP/SCS and MTIP public outreach process. MPOs must then respond to public comment and provide adequate notice of relevant meetings.

Overall Work Program (OWP)

OWP, produced by AMBAG and each of the RTPAs, include federal and state funded planning activities as well as transportation and air quality planning activities proposed for each fiscal year. The OWP incorporates the MPO's and RTPA's transportation planning and air quality related work to be accomplished by each. AMBAG coordinates the OWP development process with the region's RTPAs, transit operators, Caltrans, and is also available for the general public to review and provide comments.

The OWP establishes transportation, housing, sustainability, air quality, and other regional planning objectives, the methods and timing for achieving those objectives, and identifies planning responsibilities and funding to complete the work. The OWP also serves as a management tool for AMBAG and the RTPA's in that it identifies all projects and services to be provided during the year beyond those mandated by the metropolitan planning process. The OWP, therefore, presents an annual guide for the agency's use of resources for the fiscal year.

The OWP is a constantly evolving document; changes occur during the year to reflect priority, funding, and staffing changes. As a working document, the OWP must be amended prior to making changes in work scope, budget, and completion dates for key tasks.

In the Monterey Bay region, the responsibility for transportation planning and programming is shared between:

- California Department of Transportation (Caltrans)
- Metropolitan Planning Organization (AMBAG)
- Regional Transportation Planning Agencies (RTPAs):
 - Transportation Agency for Monterey County (TAMC)
 - Council of San Benito County Governments (SBtCOG)
 - Santa Cruz County Regional Transportation Commission (SCCRTC)
- Public Transit Operators:
 - Monterey-Salinas Transit (MST)
 - San Benito County Express
 - Santa Cruz Metropolitan Transit District (Santa Cruz METRO)

Collectively, these eight agencies are referred to as AMBAG's "partner agencies."

Regional Transportation Planning

AMBAG, in consultation and coordination with our partner agencies develop the Monterey Bay region's MTP/SCS to ensure that both state and federal requirements for regional transportation planning are met for the Monterey Bay region. The RTPAs are each required to prepare a Regional Transportation Plan (RTP) for their respective counties.

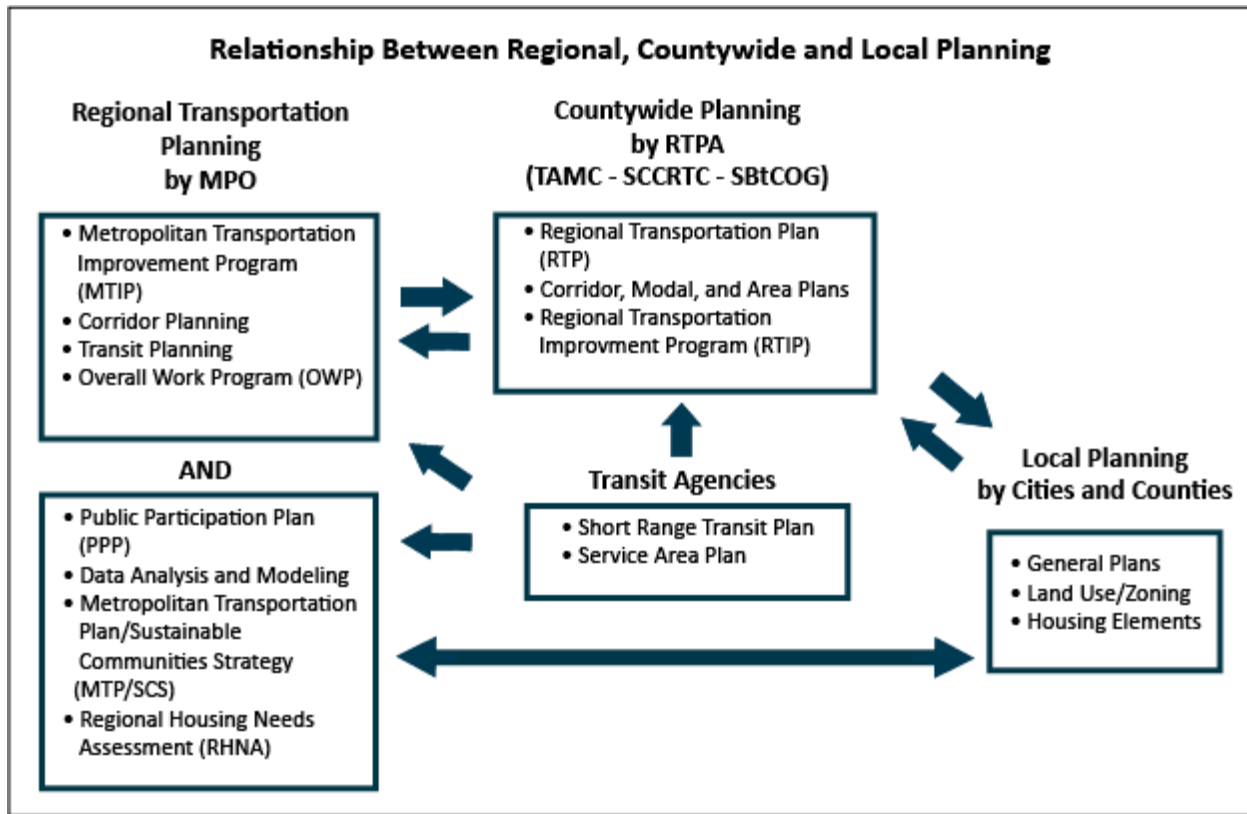
AMBAG and RTPAs work together to make sure that all planning products and programming documents are consistent and meets state and federal requirements. The transportation improvement projects included in the countywide RTPs are selected to receive State Transportation Improvement Program (STIP) funds and they are incorporated into each RTPA's respective Regional Transportation Improvement Programs (RTIP), then forwarded to the California Transportation Commission (CTC) for inclusion in the State Transportation Improvement Program (STIP).

The STIP covers a five-year period and is updated biannually. Federally funded and/or regionally significant projects selected to receive a variety of state and federal transportation funds by Caltrans, RTPAs, the transit districts, and other entities are included in the federally required Monterey Bay region's MTIP, adopted by AMBAG.

The public transit operators prepare Short Range Transit Plans (SRTP) and operate and maintain scheduled transit services in their respective service areas. AMBAG is responsible for meeting federal metropolitan planning and programming requirements for the Monterey Bay region. AMBAG's public involvement activities and public hearing notices for the MTIP will satisfy the program of projects requirement of the FTA's Urbanized Area Formula Program.* A flow chart illustrating how planning documents relate throughout the AMBAG region is shown in Figure 2-2.

* Please refer to FTA's 49 USC 5307(C) (1)-(C) (7).

Figure 2-2: AMBAG Regional Planning Document Flow Chart



Regional Transportation Planning Agencies (RTPAs)

Regional Transportation Planning Agencies (RTPAs) are designated by the Governor of California, are funded directly through local and state funding, and are responsible for selecting projects to receive state and federal funds. The three RTPAs within the AMBAG region include:

Transportation Agency for Monterey County (TAMC)

The Transportation Agency for Monterey County (TAMC) is the state-designated Regional Transportation Planning Agency and Local Transportation Commission for Monterey County. TAMC is also the Congestion Management Agency and the Service Authority for Freeways and Expressways (SAFE). TAMC is a 24-member agency with 17 voting members on the Board of Directors, which is composed of elected officials from each of Monterey County’s 12 incorporated cities and five county supervisorial districts. TAMC also includes seven ex-officio members, one each from the Association of Monterey Bay Area Governments (AMBAG), California State University, Monterey Bay (CSUMB), Caltrans District 5, the Monterey Bay Air Resources District, the Monterey Peninsula Airport District, Monterey-Salinas Transit (MST) and the City of Watsonville.

TAMC is responsible for developing and implementing a Regional Transportation Plan, a Regional Transportation Improvement Program, as well as administration of Local

Transportation Funds and programming of federal funds, including Regional Surface Transportation Program (RSTP) funding. TAMC operates a Freeway Service Patrol (FSP) program on congested Highway 1 and U.S. 101 segments in Monterey County to clear vehicle collisions and respond to other freeway emergencies that are a source of traffic congestion, as well as operating and maintaining Monterey County's call box network on state highways.

With the passage of the voter-approved "Transportation Safety & Investment Plan" through Measure X in November 2016, TAMC and local jurisdictions are investing locally generated sales taxes into the community, with 60 percent of the revenues dedicated to local road maintenance, pothole repairs and safety projects, and 40 percent dedicated to regional safety and mobility projects.

As the Congestion Management Agency and the Service Authority for Freeways and Expressways (SAFE), TAMC operates a Freeway Service Patrol (FSP) program on congested Highway 1 and US 101 segments in Monterey County to clear vehicle collisions and respond to other freeway emergencies that are a source of traffic congestion. TAMC operates and maintains Monterey County's call box network on state highways.

As the state-designated rail agency for Monterey County, another major emphasis for TAMC is to bring more passenger rail service to Monterey County, so that residents can travel to jobs, health services, shopping, and entertainment conveniently, safely, and cheaply, while avoiding traffic jams. The rail program includes local commuter service options as well as greater regional access. Trains will also be a popular choice for visitors to Monterey County, helping to ease traffic during the busiest summer months. The result of this effort will remove vehicle trips from Highways 1, 101, and 156.

The TAMC Board of Directors adopted a racial equity program in 2021. The program integrates specific racial equity-based activities into three agency areas, funding, public outreach and hiring, with a developed a set of issues, potential solutions, action items and a racial equity goal for each area. The funding goal is to provide an equitable share of transportation investments to underserved, racially diverse communities to improve their health, safety, and quality of life. The hiring goal is to reflect the diversity of the Monterey County community to increase TAMC's success as an agency. The public outreach goal is to design and implement public outreach and engagement that is broadly accessible and provides means for all to participate.

Council of San Benito County Governments (SBtCOG)

The Council of San Benito County Governments is the state designated RTPA and the Council of Governments (COG) for San Benito County. SBtCOG is an eight-member agency with a five-member Board of Directors, composed of two representatives each from the San Benito County Board of Supervisors and the Hollister City Council and one representative from the San Juan

Bautista City Council. SBtCOG also has one ex-officio representative from Caltrans District 5. SBtCOG is responsible for county-level transportation plans and programs.

SBtCOG adopts a Regional Transportation Plan (RTP) every four years. The RTP is a 20-year planning document that establishes transportation goals and policies for the region and identifies projects to be implemented with available funding.

In June 2022, SBtCOG adopted their 2045 RTP which includes chapters that address state and federal transportation policies. In addition, topics discussed in SBtCOG's 2045 RTP include Complete Streets, Healthy Communities, Active Transportation, etc.

SBtCOG is responsible for programming the State Transportation Improvement Program (STIP) funding in its biennial Regional Transportation Improvement Program, and administration of Transportation Development Act funding. SBtCOG also allocates transportation funds, including State Surface Transportation Block Grant Program (STBG) funds, to local jurisdictions. Additionally, on November 6, 2018, Measure G, a 1% sales tax over 30 years, was approved by San Benito County voters to fund the implement of the San Benito County Roads and Transportation Safety Investment Plan. Measure G will help fund critical transportation safety and mobility projects in San Benito County, including up to 50% of the tax revenues committed to improving Highway 25.

SBtCOG solicits public input on the development of all programs and plans, including the Regional Transportation Plan, Regional Transportation Improvement Program, and Transportation Development Act funding allocations.

SBtCOG is also responsible for administering several multimodal programs. One such program includes the Rideshare Program and the Vanpool Program, which encourages residents to use alternative modes of transportation. The Board of Directors also serves as the following entities:

- Service Authority for Freeways and Expressways (SAFE) administers the emergency call box program
- Local Transportation Authority (LTA) administers public transit services
- Airport Land Use Commission (ALUC) ensures orderly growth around the airport and protects the general welfare of local inhabitants, pilots, and members of the public
- Measure A Authority governs a 1/2 cent sales tax that was established in 1989 to raise money for specific transportation projects in San Benito County. The Measure A Authority no longer operates as the tax expired.

Santa Cruz County Regional Transportation Commission (SCCRTC)

The Santa Cruz County Regional Transportation Commission (SCCRTC) is the state-designated RTPA and Local Transportation Commission for Santa Cruz County. As an RTPA, SCCRTC is

responsible for transportation planning, policy, coordination, and programming. The SCCRTC Board of Directors consists of all five members of the County Board of Supervisors, one representative from each of the four cities in the county, and three representatives appointed by the Santa Cruz Metropolitan Transit District Board of Directors. SCCRTC also has one ex-officio representative from Caltrans District 5. Board meetings are held the first Thursday of the month, with workshops scheduled for the third Thursday of the month, as needed. SCCRTC is also the Service Authority for Freeway Emergencies (SAFE) which administers the call box program, the Local Transportation Authority which governs the Measure D 1/2 cent sales tax established in 2016 for specific transportation projects in Santa Cruz County, and the Rail/Trail Authority.

Members of the public and representatives from local transportation organizations sit on SCCRTC's Bicycle Advisory Committee and Elderly and Disabled Transportation Advisory Committee (E&D TAC) which also serves as the state-mandated Social Service Transportation Advisory Council. The public is also encouraged to attend meetings and address the Board or advisory bodies. With input from the community, SCCRTC develops and implements a Regional Transportation Plan (RTP), a Regional Transportation Improvement Program (RTIP), and Unmet Transit Needs.

SCCRTC also implements several regional transportation projects and programs. These include ongoing programs such as the Cruz511 Traveler Information Service, Go Santa Cruz County commuter rewards program, the SAFE Callbox Program, and the Freeway Service Patrol (FSP) Program. The Call Box and FSP programs provide assistance to motorists. SCCRTC implements and/or evaluates various regional highway, passenger-rail, and bicycle and pedestrian projects.

In preparing transportation planning and programming documents and implementing specific projects and programs, SCCRTC uses a variety of public participation tools, including public meetings and workshops, public hearings, committee meetings, public notices, press releases, the SCCRTC website, social media, email notifications, newsletters, surveys, door-to-door canvassing and televised meetings.

Public Transit Operators

Monterey-Salinas Transit (MST)

Monterey-Salinas Transit (MST) provides public transit service to a 159 square-mile area of Monterey County with 34 routes, 131 fixed route fleet buses, 39 minibuses for paratransit service, and six trolleys; all of which are Americans with Disabilities Act (ADA) compliant and serve a service area of approximately 437,325 people. In 2010, MST became the countywide transit district overseen by a 13-member voting Board of Directors, composed of one representative each from the County of Monterey and all twelve county cities: Carmel-by-the-

Sea, Del Rey Oaks, Gonzales, Greenfield, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside and Soledad.

MST's fixed routes provide service in the Monterey Peninsula jurisdictions, the City of Salinas, and south Monterey County cities including Chualar, Gonzales, Soledad, Greenfield, and King City. Intercity service is provided via Blanco Road in Salinas, Highway 1, and Highway 101 between areas of Monterey County. MST provides rural transit service to Carmel Valley, and seasonally along the Monterey waterfronts – the MST Trolleys. In addition, intercity routes connect MST with Santa Cruz METRO at their Transit Center in Watsonville. Also, MST operates service between King City and Paso Robles, with stops in San Lucas, San Ardo, Bradley, and San Miguel.

MST is also responsible, under the Americans with Disabilities Act (ADA), for the provision of complementary paratransit service in Monterey County. To that end, MST operates and administers the RIDES paratransit program that provides service within $\frac{3}{4}$ mile of MST fixed transit routes. The RIDES program also serves Special Transit service areas in unincorporated rural North and South Monterey County by extending paratransit service to rural North Monterey County outside the $\frac{3}{4}$ mile ADA service area, and two miles of fixed route in South Monterey County. The RIDES program Special Transit service also extends paratransit service to two miles along Highway 68 east between Canyon Del Rey Boulevard and River Road in Salinas.

In Monterey County, the MST Mobility Advisory Committee serves as the Transportation Agency's Social Services Transportation Advisory Council and advises the agency on the transportation needs of the elderly, persons with disabilities and limited means populations. The Mobility Advisory Committee includes representatives from the County's social service providers and MST RIDES paratransit program customers. The committee serves as an advisory body to MST regarding the delivery of coordinated transportation and mobility management services provided through MST's Consolidated Transportation Services Agency.

San Benito County Local Transportation Authority (LTA)

The San Benito County Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency for San Benito County. The LTA is a Joint Powers Authority between the City of Hollister, City of San Juan Bautista, and the County of San Benito. The Board of Directors consists of two elected officials each from the City of Hollister City Council and the County of San Benito Board of Supervisors; and one elected official from the City of San Juan Bautista City Council.

The LTA is responsible for the administration and operation of County Express, the primary public transportation service for the County which operates seven days a week. County Express services include Fixed Route service, complementary Paratransit service, Dial-A-Ride, On-

Demand, and Intercounty transit services to the City of Gilroy in Santa Clara County. The LTA also provides three specialized transportation services: Out-Of-County non-emergency Medical Transportation, Senior Lunch Program Transportation, and a Medical-Shopping Assistance Program. The LTA seeks public input on the development of operations and plans, which include a Short-Range Transit Plan. The LTA also solicits input on potential route changes, fare increases, and other service and policy changes.

Santa Cruz Metropolitan Transit District (SCMTD or Santa Cruz METRO)

The Santa Cruz Metropolitan Transit District (SCMTD or Santa Cruz METRO) provides public transit service in Santa Cruz County and connects with Monterey-Salinas Transit (MST), the Monterey County public transit provider, at the Watsonville Transit Center. Santa Cruz METRO provides service using 94 buses on 24 routes throughout the County. In addition to service throughout Santa Cruz County, Santa Cruz METRO operates, in coordination with the Santa Clara Valley Transportation Authority (VTA), Amtrak, Caltrans and the Capitol Corridor Joint Powers Authority, an express bus service to and from Santa Clara County over State Route 17 (Highway 17) seven days a week.

Santa Cruz METRO has an 11-member Board of Directors composed of one representative from each of the cities of Capitola and Scotts Valley, five approved by the Santa Cruz County Board of Supervisors, two representatives from the City of Santa Cruz and two representatives from the City of Watsonville. In addition to its regular membership, Santa Cruz METRO also has one ex-officio member representing the University of California, Santa Cruz (UCSC) and Cabrillo College. Board meetings are held on the fourth Friday of each month. Comments from the general public on any issue can be made during the public comment period at the Board meetings.

Santa Cruz METRO is also responsible for the provision of complementary paratransit to fixed route transit service under the Americans with Disabilities Act (ADA). Santa Cruz METRO ParaCruz provides shared ride, door-to-door service for people certified as unable to use the regular service.

Local Planning Coordination and Sustainability

In 2008, Senate Bill 375 (SB 375, Steinberg) was passed, which requires AMBAG to include a Sustainable Communities Strategy (SCS) in the Metropolitan Transportation Plan. The SCS aims to incorporate regional growth and housing demand with long range planning scenarios in the joint effort to decrease greenhouse gas emissions at the state and regional level, as set forth by the California Air Resource Board (CARB). AMBAG is required to include SB 375 specific public participation requirements and process into the official Public Participation Plan (PPP) to include greater participation and coordination with local and regional agencies during the

MTP/SCS development process. The Public Involvement Program (PIP) for the 2050 MTP/SCS is included in Appendix G.

SB 375 also requires AMBAG to conduct a minimum of two informal meetings in each of our three counties within the Monterey Bay region for members of the board of supervisors and council of governments on the SCS. The purpose of these meetings is to present a draft of the SCS to members of the Board of Supervisors and city council members in each county and to consider their input and recommendations.

III. Public Participation Requirements

AMBAG and partners identified and updated various information, techniques and strategies for effective public outreach which were compiled in AMBAG's 2019 Monterey Bay Public Participation Plan to shape and inform the bulk of this 2023 Public Participation Plan (PPP).

This PPP provides interested parties with reasonable opportunities to be involved in the MPO transportation planning* and countywide transportation planning process. To accomplish the consultation requirements of the IIJA/BIA, FAST Act, AMBAG and RTPAs conducted the following actions to ensure all public participation requirements would be met.

Research

AMBAG and RTPAs regularly gather information about how to improve public participation for our major plans and projects throughout the planning process. For instance, as part of outreach efforts for AMBAG's 2045 MTP/SCS update, a list of key stakeholders was compiled to be contacted regularly regarding MTP/SCS programs and policies. In fall 2022, AMBAG went through an extensive effort to update the list, comprised of a large variety of individuals and organizations ranging from community groups, interest groups, environmental groups, local tribes, etc.

In addition, AMBAG staff conducted extensive research in preparation for the *2023 Public Participation Plan* by reviewing other California MPOs' recently updated Public Participation Plans, researching new Federal and State legislation that may have affected the implementation process of the Public Participation Plan update, and sought new strategies in technological innovation that we can include to improve public outreach for the Monterey Bay region.

Surveys

Online surveys have been used by the SCCRTC in development of its RTP and for projects such as the 2012 Transit Corridor Alternatives Analysis, 2019 Unified Corridor Investment Study and the 2019 Highway 9 San Lorenzo Valley Complete Streets Corridor Plan. Multiple telephone surveys of likely voters have also been used by the Santa Cruz and Monterey County RTPAs in their evaluation of local funding options for implementing the RTPs.

In March 2023, AMBAG developed a public outreach survey to request feedback on how to better keep the community engaged and informed throughout the decision-making process. The survey was available in English and Spanish and was posted online on AMBAG and partner websites and emailed to AMBAG's stakeholders and interested parties contacts. The survey

* Please refer to FHWA's 23 CFR 450.316(a).

focused on preferred methods of communication, preferred dates and times of meetings, and preferred engagement methods.

Overall, online and telephone surveys are great tools to elicit public input as these surveys provide us with a decent sample size of residents from each of our three counties, which allows us to gauge how to best reach the public and address pertinent issues in regard to our major plans and projects. For this reason, these survey methods will continue to be used for future plans and projects.

Direct Outreach

Providing public access to participation in the planning processes of the Monterey Bay region is a responsibility shared between AMBAG, SBtCOG, SCCRTC, TAMC, MST, San Benito County Express, Santa Cruz METRO, and Caltrans.

Each partner agency solicits public input to its planning, policy, and programming processes. Various methods are used to engage stakeholders and the general public and provide impacted public agencies and interested parties with timely information and opportunities to participate in the transportation planning process.

Each federally funded transportation plan, study, program, or project prepared or developed by AMBAG or RTPAS must have its own specified public participation process that defines the avenues for reasonable involvement in the transportation planning process.

The following slate of procedures and strategies represents a compilation of the public participation efforts and opportunities that may be offered to residents in the Monterey Bay region. These procedures and strategies also provide guidance for realizing the desired outcome of a robust and informed level of broad based public involvement in the development and implementation of plans, programs and projects in the region.

Additional information for how to engage in public participation opportunities for each county are summarized in Appendix B.

Required Procedures and Methods for Public Participation*

These activities are further explained in the following text, followed by a special section pertaining to new requirements for the MTP/SCS development pursuant to SB 375.

*Please refer to Title 23: 450.316 from *Federal Register Vol. 72 No. 30* in Appendix D for more information.

The following public participation activities must be included in every transportation plan, transportation improvement program and Environmental Impact Reports/Study:

- 1. Define Purpose and Identify Stakeholders**
- 2. Consultation and Coordination with Other Agencies**
- 3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)**
- 4. Public Notice, Public Hearings, Comment Periods (utilizes the Brown Act)**
- 5. Use of Media and Informational Materials and Visualization Techniques**
- 6. Encourage Bilingual Participation**
- 7. Respond to Public Comments/Input**
- 8. Web Posting/Distribution of Draft and Final Documents**

1. Define Purpose and Identify Stakeholders

Prior to initiating public outreach on transportation plans, programs, and projects, AMBAG and RTPAs define the purpose, objectives, and stakeholders for public involvement. Individuals and groups that have an interest in transportation decisions may include, but are not limited to:

- Landowners
- Neighborhood and community groups
- Environmental advocates
- Tribal and Indigenous communities
- Affordable housing advocates and providers
- Transportation advocates
- Home builder representatives
- Business organizations
- Commercial property interests
- Educational organizations
- Tourism representatives
- Trucking and agriculture representatives

These groups can be represented through direct outreach, advisory committees, or other methods described in the following text. AMBAG and our partner agencies recognize that the public expects a clear understanding of their involvement and purpose throughout the transportation planning process.

As with many transportation projects, funding for public outreach is limited; therefore, practical and economical options can be used to expand toolbox skill sets, as well as leverage existing resources and technological advances. For instance, AMBAG, SBtCOG and SCCRTC have added a

Google Translation Widget on their webpage so users can switch from English to Spanish while browsing their website. Also, SCCRTC utilizes Caltrans QuickMap on the Cruz511 traveler information traffic map page. This map includes visuals from the live traffic camera, and road closure information from Caltrans. Tools such as these are cost-effective and helpful and can reach multiple audiences.

2. Consultation and Coordination with Other Agencies

AMBAG and RTPAs seek input from state and federal resource management agencies during development of transportation planning studies and projects in their respective regions. AMBAG leads the outreach efforts with federal, state, and local agencies during development of the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and the associated Environmental Impact Report which also serves as the RTPA's Regional Transportation Plan Environmental Impact Report. Appropriate consultation is undertaken with agencies and officials responsible for planning activities within the region, as well as state and federal resource management agencies. These agencies include but are not limited to:

- Federal and State Resource Agencies (Water, Fish and Game, Coastal Commission, etc.)
- Federal Land Management Agencies
- Local Tribal Governments
- Housing, Economic Development and Community Planning Agencies
- Airports
- Freight Industry Stakeholders

Transportation Plan and Sustainable Communities Strategy Staff Working Group

AMBAG, RTPAs and transit agencies within the Monterey Bay region participate in regular coordination group meetings to discuss the preparation of transportation plan updates, policy issues and coordinate development of the SCS for the region that is required by Senate Bill 375. During the development of the AMBAG's MTP/SCS, staff meet with the three RTPAs' staff twice a month as part of a working group in order to coordinate the development of each of the Regional Transportation Plans.

NEPA and CEQA Consultation

CEQA and NEPA both define the minimum standards for reasonable public access and participation in the decision-making process. The public participation process defined by the National Environmental Policy Act (NEPA) for federal consultation serves as the primary process for consultation to occur with federal, state, and local resource management agencies. The California Environmental Quality Act (CEQA) requires environmental documents to be prepared across all jurisdictions for regional and local transportation plans and projects, such as Environmental Impact Reports (EIRs).

AMBAG is primarily a planning agency, therefore AMBAG's actions do not regularly fall under NEPA/CEQA as they are not projects, as defined by NEPA. However, AMBAG must abide by the statutory requirements as outlined in these acts, should we participate in a project that falls under the NEPA/CEQA process. For example, MPOs are responsible for the planning contained in the MTP/SCS that precedes project delivery. Typically, a local government, consultant or Caltrans is responsible for the actual construction of the project i.e., project delivery. CEQA applies to the planning document (MTP/SCS) while both NEPA and CEQA may apply to the individual projects that implement the MTP/SCS during the project delivery process.

3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)

AMBAG and our partner agencies hold regularly scheduled meetings that are open to the public and noticed per Brown Act requirements. General meeting notices, agendas and materials are posted at agency offices at least 72 hours before regular meetings and 24 hours before special meetings. All Board meeting and standing committee meeting notices are typically posted on agency websites. Some special meetings or notices for public hearings are also published in general circulation newspapers.

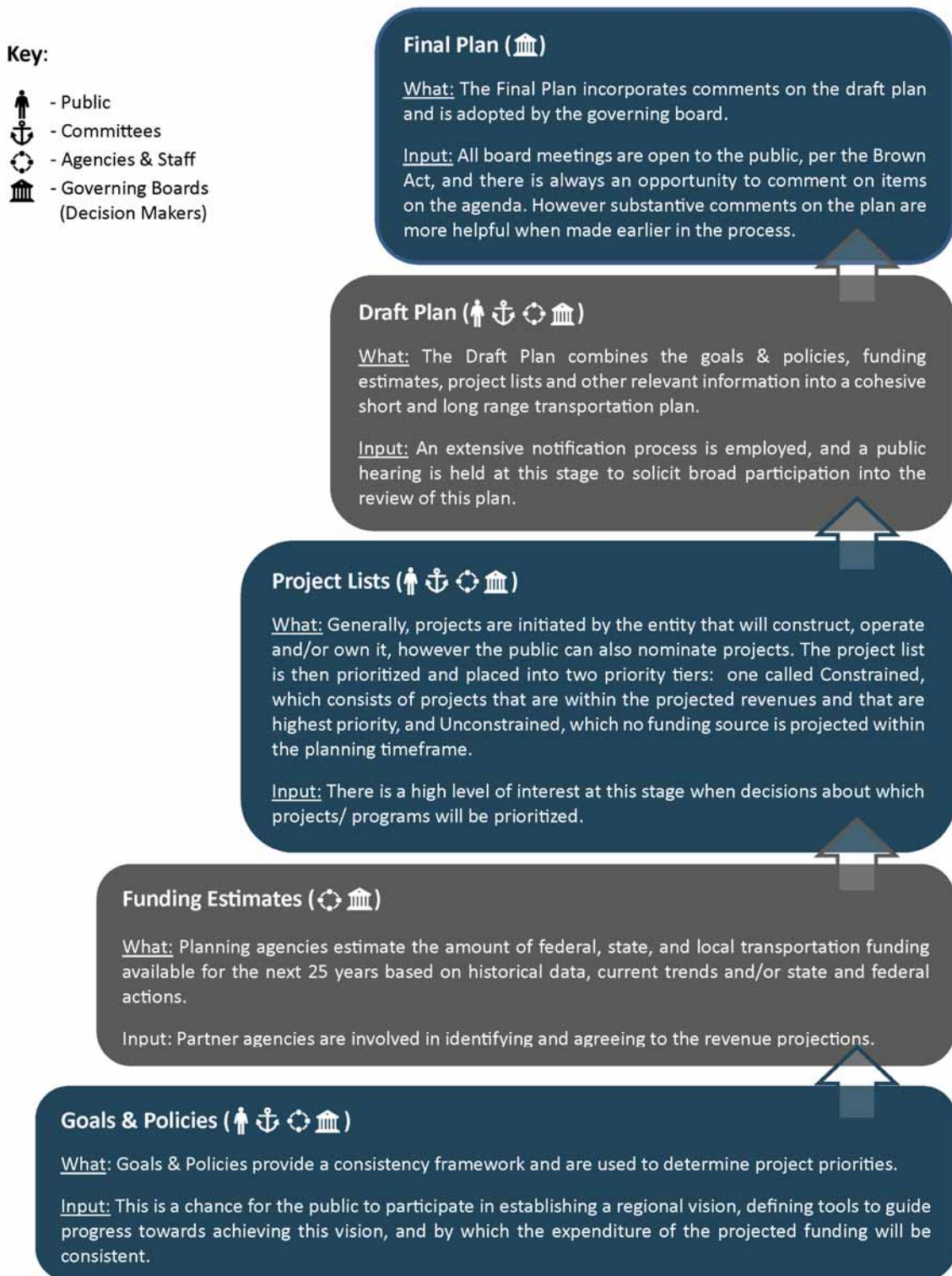
Agendas and materials are made available in advance of meetings by regular mail, email or by links to the host agency website. Agendas are also posted at each agency's respective offices. The agenda of each meeting provides an opportunity for members of the general public to provide comment to the Board/Committee concerning matters within the agency's purview.

In recent years, AMBAG and partners provided opportunities for hybrid meeting styles that have allowed members of the public to participate in Board meetings, standing committees and special meetings remotely. AMBAG agendas now include Zoom links to increase public participation virtually and remotely. Virtual engagement methods increase inclusivity and accessibility, reduce geographical barriers, promote cost savings and efficiency, and facilitate increased data sharing and collaboration. Virtual participation has proven an effective way to ensure engagement and meaningful participation from our community members. As we move forward virtual engagement will continue to shape a more collaborative, equitable, and resilient transportation network.

Staff reports, transportation plans and studies can be viewed at AMBAG or partners' offices, websites, and are also made available upon request. Transportation plans and some major documents are also available at local public libraries.

In addition, public input to the transportation planning and programming process can include notification and early solicitation through each of the agency's technical advisory committees and through project sponsors, such as city councils and city committees (refer to Figure 3-1).

Figure 3-1: Building Blocks of Transportation Planning and Public Input Flow Chart



AMBAG and the region's three public transit operators also use the RTPA technical advisory committees to notify and solicit input on their planning and programming processes.

Technical Advisory Committees (TACs)

TAMC, SBtCOG and SCCRTC, the three Regional Transportation Planning Agencies (RTPAs) for the Monterey Bay region, each appoints a Technical Advisory Committee (TAC) which meets regularly to help guide the technical aspects of transportation planning, project selection and programming within their respective region. The TAC members are usually planners and engineers representing affected agencies and jurisdictions in each county.

Additional agency representation on these committees includes some combination of the following: AMBAG staff, transit operators, regional agencies, Transportation Management Agencies, educational institutions, redevelopment agencies, Caltrans and the California Highway Patrol (CHP). Recommendations of each committee are provided to the respective Board.

Social Service Transportation Advisory Councils (SSTACs)

As required by the Transportation Development Act (TDA), each Regional Transportation Planning Agency appoints a Social Services Transportation Advisory Council (SSTAC) to advise the agencies on specialized transportation and unmet transit needs. Candidates are recruited from a broad representation of social services, transportation providers, and the general public representing the elderly, persons with disabilities, and persons of limited means. The Transportation Development Act requires an annual unmet needs public hearing if Local Transportation Funds are to be used for local road projects.

In Monterey and San Benito Counties, the primary purpose of each committee is to ensure that there are no unmet transit needs which are reasonable to meet in areas which use Local Transportation Funds for purposes other than transit. Santa Cruz County does not divert any Local Transportation Funds to road projects, therefore they do not require a formal unmet transit needs process. However, SCCRTC regularly conducts unmet needs process to understand priority transportation needs for seniors, people with disabilities and low-income individuals.

In addition to the unmet transit needs activities of the SSTACs, the three agencies' committees regularly review and comment on proposed planning documents and matters affecting the groups they represent. For instance, the public transit operators' on-going compliance in meeting the complementary paratransit goal provisions of the Americans with Disabilities Act is of interest to SSTAC members. As such, a transit operator representative attends the SSTAC meetings to address complementary paratransit as well as other public transit issues of interest to the committee. SSTAC committee actions are reported to and considered by each Regional Transportation Planning Agency.

In Santa Cruz County, the Elderly and Disabled Transportation Advisory Committee (E&D TAC) serves as the Social Services Transportation Advisory Council. In addition to fulfilling the requirements of the SSTAC as required by California Code, the E&D TAC advises SCCRTC, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO), the Consolidated Transportation Services Agency, social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs, and projects for the elderly, disabled and persons of limited means populations.

In Monterey County, the MST Mobility Advisory Committee serves as the Transportation Agency's Social Services Transportation Advisory Council and advises the agency on the transportation needs of the elderly, persons with disabilities and limited means populations. The Mobility Advisory Committee includes representatives from the County's social service providers and MST Mobility Program customers. The committee serves as an advisory body to MST regarding the delivery of coordinated transportation and mobility management services provided through MST's Consolidated Transportation Services Agency.

In San Benito County, SBtCOG maintains its own SSTAC committee for the purposes of advising the COG and the Local Transportation Authority on matters related to transportation accessibility for seniors, persons with disabilities, and persons of limited means. Transit issues that may require more attention from the SSTAC are Specialized Transportation services, and related planning and studies.

Bicycle and Pedestrian Advisory Committees

SCCRTC appoints a Bicycle Advisory Committee while TAMC appoints a Bicycle and Pedestrian Facilities Advisory Committee, and SBtCOG appoints a Bicycle and Pedestrian Advisory Committee. These committees meet either monthly or semi-monthly to review, discuss and make recommendations on bicycle and pedestrian related projects, plans and in some cases funding programming. Recommendations of each committee are forwarded to the respective Board of Directors or member jurisdictions. These committees are composed of community volunteers and local agencies.

In Santa Cruz County, accessible pedestrian issues are also discussed by the Elderly and Disabled Transportation Advisory Committee (E&D TAC). As needed, the E&D TAC has established standing or temporary subcommittees to discuss pedestrian safety and accessibility.

Rail Policy Committee

The TAMC Rail Policy Committee meets monthly to advise the Agency on plans and issues associated with commuter and passenger rail services being developed in Monterey County. The Rail Policy Committee is composed of TAMC Board Members or their alternates from the

following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5, and two representatives from South Monterey County: either (a) the 3rd District County Supervisor and a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities. The TAMC Chair may appoint annually ex-officio members as needed.

Transit Citizens Advisory Committee

Each member of the Santa Cruz METRO Board of Directors appoints one person to the Santa Cruz METRO Advisory Committee (MAC) for a two-year appointment to represent Santa Cruz County. MAC provides advice to Santa Cruz METRO's Board of Directors on matters of Santa Cruz METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. MAC also may address issues which members or the public raise with respect to the quantity and quality of services provided by Santa Cruz METRO and meets on the third Wednesday of each month. In Monterey County, the Monterey-Salinas Transit (MST) Mobility Advisory Committee fulfills this role.

Budget, Administration & Personnel Committee

To ensure efficient and effective operations, SCCRTC's Budget, Administration & Personnel Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of SCCRTC and makes recommendations to SCCRTC regarding such items. The Committee is also responsible for reviewing personnel matters and conducting the annual performance evaluation of the Executive Director. The Budget, Administration & Personnel Committee is made up of six SCCRTC commissioners elected to the committee annually. The committee meets the second Thursday of each month.

Traffic Operations System (TOS) Oversight Committee

SCCRTC has a Traffic Operations System (TOS) Oversight Committee that includes representatives from Caltrans, the California Highway Patrol (CHP), local law enforcement, legislators' representatives, and the media. The purpose of the Committee is to identify opportunities to improve the efficiency and safety of the transportation system through implementing operational improvements including the integration of technology into transportation infrastructure to monitor road conditions and inform motorists of potential hazards or delays.

In addition, the Committee monitors the Freeway Service Patrol (FSP) program that improves operations by deploying tow trucks during peak hours to remove hazards from the roadway. The Committee routinely discusses ways to improve communication among the various agencies and to enhance the existing TOS system. The Committee meets biannually. In addition,

the SCCRTC staffs the Safe on 17 Task Force to discuss safety improvements and programs for Highway 17. Task Force members include Caltrans, the CHP, the Metropolitan Transportation Commission, and other interests on both sides of the hill.

Taxpayer Oversight Committee

In compliance with state law, the SCCRTC established a Taxpayer Oversight Committee in order to ensure accountability, transparency and public oversight of all funds collected and allocated under Measure D. A Taxpayer Oversight Committee was formed by the Commission to review the annual independent fiscal audit of the expenditure of the Transportation Tax funds. The Oversight Committee issues an annual report on its findings to the Commission regarding compliance with the requirements of the Expenditure Plan and the Ordinance. Members of the Independent Oversight Committee are residents of Santa Cruz County who are neither elected officials of any government, nor employees from any agency or organization that either oversees or implements projects funded from the proceeds of the sales tax. Members are required to fairly represent the geographical, social, cultural and economic diversity of Santa Cruz County to ensure maximum benefit for transportation users. The meetings are announced in advance on the SCCRTC website and are open to the general public.

Measure X, Transportation Safety & Investment Plan, Monterey County

In accordance with the Policies & Project Descriptions for the Transportation Safety & Investment Plan approved by Monterey County voters in November 8, 2016, as Measure X, a Citizens Oversight Committee representing a diverse range of community interests was formed within six months of voter approval of the measure. Members and their alternates were nominated by the organization they are representing. Additional members were appointed by the Transportation Agency Board of Directors to assure that a broad range of geographic and stakeholder interests are represented on the committee.

The committee responsibility is to ensure that transportation funds are expended as required by the Transportation Safety and Investment Plan. The Citizens Oversight Committee also has review and recommendation responsibility for Plan changes and project delivery.

Measure X is anticipated to generate an estimated \$600 million over thirty years through a retail transaction and use tax of a three-eighths' of one-percent (3/8%).

San Benito COG Measure G Transportation Safety and Investment Plan Oversight Committee

With the November 6, 2018 passing of Measure G, a 1% sales tax over thirty years to fund critical transportation safety and mobility projects in San Benito County, a Transportation Safety and Investment Plan Oversight Committee composed of citizens to oversee compliance with the tax ordinance was established. The Committee consist of 11 San Benito County residents that represent the geographical, social, cultural, and economic diversity of the County to ensure maximum benefit for transportation use and it meets quarterly.

Ad Hoc Committees

All the standing advisory committees, listed above, must meet the requirements of the Brown Act in public involvement and participation requests. In addition to these standing committees, AMBAG and our partner agencies may appoint special ad-hoc committees for specific programs/plans that arise. Ad hoc committees are temporary committees established to address a specific matter or issue within the metropolitan planning framework.

Although ad hoc committees do not necessarily have to meet the Brown Act public involvement requirements, they typically do because political leaders and the communities in the region have a strong commitment to the public participation process (CA Government Code § 54952(b)). Additional public input and involvement may occur through these special ad-hoc committees.

Planning Directors Forum

AMBAG hosts regular meetings of the Planning Directors Forum (PDF). The PDF consists of planning directors and staff from the 18 cities, three counties, three regional transportation planning agencies, transit agencies, universities and LAFCO. The PDF meets regularly to address regional land use, housing, and transportation planning issues.

4. Public Hearings

Public hearings are held prior to a major decision point to gather comments for the public record, as well as input into the decision-making process. Each partner agency holds public hearings prior to adoption of their major plans, programs, and major service revisions (e.g., Metropolitan/ Regional Transportation Plans, Transportation Improvement Programs, Short Range Transit Plans, Americans with Disabilities Act, Complementary Paratransit Plans, Unmet Transit Needs, Transit Program of Projects, and Transit Service Revisions).

For instance, Santa Cruz METRO and MST hold public hearings when there is a service change greater than 25 percent, elimination of routes, fare changes, adoption of an ordinance, adoption of a resolution authorizing application for grant funding, adopting the annual budget, environmental documents, eminent domain resolutions, or short-range transit plans. All Santa Cruz METRO public hearings are published as legal notice in local newspapers. For adoption of an ordinance, legal notices are published in both local newspapers and are posted at public places, such as Santa Cruz METRO transit centers.

For some regional and local jurisdictions, public meetings are sometimes broadcast live on public access television, such as city council meetings. These meetings are generally re-broadcast and available to view on the respective jurisdiction's website, providing the public additional opportunities to view the proceedings. AMBAG now provides a hybrid meeting style for public hearings, allowing the public 3-minutes to comment whether participating in-person or remotely.

Public Hearing Notices *

AMBAG and the RTPAs publish legal notices of public hearings in newspapers of general circulation citing the time, date, and place of the hearings. For transportation matters of particular interest to our Spanish-speaking communities, public hearing notices are translated and displayed in both English and Spanish in newspapers and radio. For items of wide public interest, public display advertisements may also be used for legal notices. Unless indicated otherwise, public hearing notices are made available at least seven days in advance of a hearing.

Public Hearings*

Public hearings are conducted by the AMBAG Board and RTPAs during their regular meetings or at special meetings scheduled to attract greater community participation. Notice of these public hearings is placed on AMBAG's website and, when required by law, in the legal section of numerous newspapers in the region. Public hearings may also be conducted by each agency's standing committees. Meetings are held in facilities that are accessible to people with disabilities and along transit routes, when possible.

As part of a public hearing, the policy board will generally receive a report from agency staff prior to opening the hearing for comments from the public. The hearing will be concluded when all members of the public wishing to speak have been provided with the opportunity to comment. Agency staff may respond, as appropriate, to comments provided at the hearing prior to the policy board taking action with respect to the subject of the hearing.

Public Comment Period: AMBAG and our partner agencies publish legal notices of public comment periods in local newspapers of general circulation citing the dates when they will be accepting comments on regional plans, MTIP, studies and transportation projects. The public comment period for adoption or revision of the Public Participation Plan, Transportation Plans, the Transportation Improvement Program, and other key decision points must be "timely" and for the AMBAG region are as follows:

- **AMBAG Public Participation Plan:** 45 Days
- **Metropolitan Transportation Plan/Sustainable Community Strategy:** 55 days
- **Approval of Transportation Improvement Programs and Other Plans or Studies:** 30 days
- **Regional Transportation Plans:** 30 days

*Please refer to Title 23: 450.316 from *Federal Register Vol. 72 No. 30* in Appendix D for more information.

- **Formal Amendments to the MTIP:** 2 weeks

AMBAG and RTPAs accept prepared comments (oral, written and emailed) from the public during the public review period for plans that require public hearings; all such comments are then made part of the public record.

Amendment or Modification to Draft Plans (MTP/MTIP/PPP) or Projects: If draft plans or projects differ significantly from the initial draft, which was made available for public comment and raises new issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plans or other plans will be made available within schedule constraints. Minor changes in the draft plans or projects generally can be made after AMBAG, our partner RTPAs, and/or our transit agencies have completed its public comment process without further opportunities for public involvement. AMBAG or respective agencies can define what is considered a minor change during the development of the public involvement process for the plan.

5. Use of Media and Informational Materials, and Visualization Techniques

Media notification is used by AMBAG and RTPAs to inform the public of upcoming decision points, decisions made and their potential ramifications regarding transportation planning, funding, project implementation and/or service provision. Media coverage can help deliver information regarding actions or events. All plans and projects should utilize at least one of the following methods to communicate details about the project and inform the public. The following public participation methods are employed within the Monterey Bay region:

- **Websites** – AMBAG and RTPAs maintain websites that provide the public with information about the agencies', their programs, and special projects.

Project and program information - including reports, documents, plans, fact sheets, maps, graphs, charts and presentations - is posted on the websites and made available to the public. In addition, interactive functions have been added for members of the public to participate online such as submitting comments, voting and completing surveys on major projects and plans within the Monterey Bay region.

Meeting notices and agendas/minutes/ meeting recordings for the agency, as well as their advisory committees, are also posted and available for downloading or review. TAMC also provides viewers the ability to watch their board meetings on demand on their website. Most of our partner agencies also have a "What's New" section on their web page to provide reviewing parties a quick way to read more about the latest developments.

Agency websites also provide a forum for visual materials that assist viewers in conceptualizing programs and projects. The partner agency websites include:

- *Council of San Benito County Governments:* www.sanbenitocog.org

- *Santa Cruz County Regional Transportation Commission:* www.sccrtc.org
 - *Transportation Agency for Monterey County:* www.tamcmonterey.org
 - *Association of Monterey Bay Area Governments:* www.ambag.org
 - *Monterey-Salinas Transit:* www.mst.org
 - *Santa Cruz METRO:* www.scmttd.org
 - *San Benito County Express:* <http://www.sanbenitocountyexpress.org>
- **News Releases** – AMBAG and our partner agencies prepare and forward news releases to print and broadcast media for issues or events that affect the region, including proposed actions, notification of workshops, completion of major projects and legislative actions affecting the transportation planning and service providers. This is perhaps the most frequently used media outreach method. Board meeting highlights are also sent by two agencies to media contacts as well as elected officials, advisory committees and a range of other interests in the county following each meeting.
 - **Articles** in the weekly county business council distributions.
 - **Press Conferences** – All of our partner agencies hold press conferences to focus press attention on newsworthy special events and occasions.
 - **Radio and Television** – Some of the Partners provide televised broadcasts of their Board meetings on community access television. Agencies also work with television and radio stations, special programs, and/or public access media within the region to interview and/or film special segments and upload webcasts/podcasts to spread the word about their agency and/or programs. For instance, AMBAG in the past has developed videos to promote important plan adoptions and frequently is included in radio interviews on regional topics like housing and transportation.
 - **Newsletters, Brochures, and eNews** – AMBAG and Partners use newsletters, brochures or eNews to provide information on their transportation programs and particular project development. News releases and eNews are often sent to entities for inclusion in their electronic newsletters.
 - **Agency Reports** – Several Partners prepare and distribute an annual agency report sent to a broad range of their constituents and planning partners. These reports serve to communicate to the public the agency’s accomplishments, revenue/expenditures and future directions.
 - **Posters and Inserts** – Posters and inserts are generally used by our AMBAG and partner agencies to focus attention on a particular program.
 - **Project Flyers and Folders** – AMBAG and several of the Partners develop and distribute information flyers and/or folders at public workshops, meetings, community events, and other significant events. Some agencies are now preparing and distributing fact sheets on various projects, programs, and agency information as a way to provide the most current information to the public. Many of the flyers are also printed in Spanish.
 - **Advertising** – Many of the Partners use advertising means, such as display ads in newspapers, outdoor advertisements on the sides of buses, “car cards” inside the buses, posters placed in high travel corridors, and business card-sized materials with web links or QR codes to capture people’s attention.

- **Online Social Media Networks** – The RTPAs distribute information on their respective plans, programs and projects through online social media networks such as Facebook, Twitter and Nextdoor.
- **Mapping** – AMBAG provides internet users with access to regional planning data available through our website, such as statistical information for multiple geographies ranging from the neighborhood-level to the tri-county level. In addition, the AMBAG 2021 Title VI Plan includes a spatial analysis utilizing U.S. Census data and GIS on our Limited English Proficiency (LEP) populations within the Monterey Bay region. AMBAG and our partner agencies provide GIS mapping tools on each agency’s website and include display maps in planning documents to help with project visualization. AMBAG’s mapping tool can be found on our website at: <https://ambag.org/program/gis>.

6. Bilingual Participation

The Monterey Bay region is home to a significant Spanish speaking population. AMBAG and our partner agencies employ a number of bilingual outreach methods to include participation of the Spanish speaking community. These methods include:

- Publishing printed information regarding services, projects, programs, and meetings in Spanish.
- Spanish language media in the distribution of news releases.
- Advertising public hearings, meetings, projects and programs in the Spanish language print, radio, and television media.
- Providing simultaneous Spanish language interpretation services at meetings.
- Conducting meetings in Spanish in communities where Spanish is the dominant language with English translation
- Producing Spanish language website content and physical publications, such as flyers.
- Providing language identification flashcards at public meetings.
- Ensure that transit contractors recruit bilingual (English/Spanish) personnel.
- Providing bilingual pop-up opportunities at grocery stores and community events to solicit project feedback

AMBAG can provide materials and special accommodations for other Limited English Populations in the region, with proper notice.

7. Response to Public Input

Timely response to public input is important to encourage public participation and ensure that agencies communicate that public input is valued.

Responses to public input are made directly when public input level permits, or a consolidated response is prepared for specific issues if the volume of public comment does not allow individual responses. Written responses to public or agency input are reported to the respective policy Board for information. In some cases, as with the transportation plans and Transportation Improvement Program, when significant written and oral comments are received on the draft plan or program as a result of the public involvement process, a summary

analysis and report on the disposition of comments is made and reported to the Board of Directors of the agency that received the comments or is approving the document.

8. Distribution of Final Documents

Final documents are available on agency websites or agency libraries. All electronic documents provided by AMBAG and posted to the agency website are in an ADA accessible format to comply with federal requirements. Accessible formatting for online documents to meet ADA requirements includes providing alternative text descriptions for visual elements, enabling keyboard accessibility, and offering captions and transcriptions for multimedia content. Members of the public can request a copy of our final documents from the appropriate agency. Written materials provided to a partner agency's board of directors may also be available for review upon request.

IV. PPP Procedures and Development Process

AMBAG's and the RTPA's 2023 Public Participation Plan (PPP) aims to give the public ample opportunities for early and continued participation in critical transportation projects, plans, and decisions, and to provide full public access to key decisions. The goals set forth in the 2023 Public Participation Plan are to further equitable participation and decision-making regionally by utilizing effective and innovative public outreach methods. Engaging the public early and often in the decision-making process is critical to the success of any transportation plan or program and is required by numerous state and federal laws.

Preparation of the 2023 Public Participation Plan

AMBAG initiated development of the plan by compiling information from various MPO's research and federal transportation regulations. Consultation with our partner agencies on their existing public participation and policy decision-making processes was conducted throughout the PPP Process. AMBAG and the RTPAs consulted with interested parties at the federal, state, regional, and local level to identify opportunities for improving or building upon existing practices.

Prior to the development of the plan, AMBAG released a Public Participation Plan Survey in English and Spanish to receive direction from the community on how to best engage to increase public participation. In March 2023, AMBAG released the Public Participation Plan Survey to regional, state, federal stakeholders and interested parties, and received nearly 200 responses.

Trends of the survey included participants requesting online commenting, surveys, and meeting platforms, an increased interest in presenting information during informal events such as pop-ups, and weekday evenings are the best times for in person and virtual community meetings. A few participants suggested AMBAG increase the use of social media platforms, including creating subject matter videos on hot topics and issues for YouTube and other video streaming sites. AMBAG can investigate incorporating this in future efforts.

Preparation for the *2023 Public Participation Plan* also included kick off meetings between AMBAG and the RTPAs. Staff from each agency provided discussion on relevant topics and policies that should be addressed in the plan update. This discussion, combined with feedback received while presenting the development of the draft plan amongst working groups and technical advisory committees throughout all three counties, resulted in the 2023 Public Participation Plan.

The *Draft 2023 Public Participation Plan* will be circulated for public review and comment for a minimum of 45 days. AMBAG and RTPAs (TAMC, SBtCOG and SCCRTC) worked together to restructure the previously adopted 2019 Area Public Participation Plan to make the plan more

useful for transportation decision-making in the Monterey Bay region. See Figure 4-1 for the timeline of the 2023 PPP development process.

Public Participation Plan Guiding Principles

AMBAG and RTPAs established a set of activities and goals to achieve our guiding principles for the *2023 Public Participation Plan* by creating a framework and action plan for each outreach goal. These goals are agencywide and are utilized and implemented in major plans and projects, including the Metropolitan Transportation Plan/Sustainable Communities Strategies, Regional Transportation Plans (RTP), Metropolitan Transportation Improvement Plan (MTIP) and Regional Transportation Improvement Plan (RTIP).

Equity

Goal: Prioritize public engagement methods that **increase equitable participation and distribution of resources** in all outreach efforts, projects, and programs.

Activity: Engage impacted and historically underserved communities early and often. Inclusive engagement, policies and practices must be considered to eliminate systematic barriers. In the AMBAG region, collaborative decision-making processes, such as citizen advisory committees and focus groups, can be established to ensure diverse representation and involvement are achieved. The public participation plan ensures that community concerns and engagement can guide the identification of programs, policies, and activities, and ensure that actions taken will not result in disproportionately high and adverse human health or environmental effects on underserved populations. Other methods include organizing community workshops and public hearings in the communities with low engagement, utilizing digital platforms, online surveys, and social media campaigns. Additionally, AMBAG, partners and other local decision-makers should incorporate cultural sensitivity into public outreach efforts. This includes recognizing and respecting cultural norms, values, and practices of diverse communities, and adapting engagement methods accordingly. For example, TAMC has adapted outreach strategies to include interpretation accommodations for indigenous language speakers in south Monterey County.

Involvement

Goal: Value public participation and **promote broad based involvement** by members of the community.

Activity: In addition to having a list of stakeholders and working collaboratively with partner agencies, AMBAG and RTPAs will also interact and outreach to community groups within the Monterey Bay region, as input from a variety of perspectives helps to enhance the process. AMBAG and RTPAs structure their major planning initiatives and funding decisions to provide meaningful opportunities to help shape outcomes. For example, because AMBAG's 2050

MTP/SCS is the blueprint for both new policies and investments for the Monterey Bay region, updating and developing the MTP/SCS is one of the best projects for interested persons to get involved. The list of all groups, stakeholders and councilmembers can be found in Appendix D.

Opportunity

Goal: Provide **varied opportunities for public review and input**.

Activity: AMBAG and RTPAs will engage with partner agencies, committees, working groups, and the public to obtain comments and suggestions during the development of the MTP/SCS, MTIP, RTP and RTIP. When the drafts of major plans, programs, and documents are released, the public review periods for each document tend to vary from 30-60 days. AMBAG and RTPAs will announce these public review periods through various media outlets, thereby providing as many opportunities as possible for the public to read and provide comments on the drafts of our major documents to be implemented in the future. To find out more about our public participation practices by agency, please refer to Appendix B.

Environmental Justice

Goal: Treat all members of the public fairly, and **respect and consider all citizen input** as an important component of the planning and implementation process.

Activity: AMBAG and RTPAs actively reach out to the traditionally underserved and underrepresented communities within the Monterey Bay region and enhance efforts to involve rural communities in all major transportation planning processes. AMBAG and the RTPAs will undertake specific strategies to involve all members of the general public in regional transportation planning and investment decisions. One size does not fit all as input from diverse perspectives enhances the process and creates a more equitable decision-making process.

Engagement

Goal: Promote a **culture of dialogue and partnership** among residents, property owners, the business community, organizations, other interested citizens, and public officials.

Activity: Early engagement is best. Create support materials that are easy to understand and visually engaging in both print and electronic format and make them accessible at meetings and on AMBAG's website. Plan workshops and/or public hearings that are available virtually, and at convenient venues and times across the region; and ensure such events, and material and outreach provided for the event, are fully accessible to the public, including low income, minority, rural communities, persons with disabilities (physical visual, audio) and Limited English Proficiency (LEP) populations.

Involvement

Goal: Involve underserved communities and local community groups, as well as other organizations.

Activity: Make a greater effort to reach out to local community groups and smaller/rural communities that feel like they don't have a voice and involve them in the public participation process as much as possible. Strategies can include ground truthing in neighborhoods for underserved peoples, providing materials in languages other than English and Spanish, and holding enriching community events where participation is historically low. An open and transparent public participation process will help empower affected low income communities and communities of color to participate in the decision-making process. Engaging interested persons in regional transportation issues is challenging, yet possible, by making it relevant, removing barriers to participation, and saying it simply.

Encouragement

Goal: **Encourage active public participation** throughout the whole process.

Activity: Ask thought provoking questions in public surveys, workshops and outreach meetings and engage audiences in strong discussions. Public participation is a dynamic activity that requires teamwork and commitment from all the Monterey Bay region's agencies, from the regional level to the local level.

8. Communication

Goal: Provide communications and agency reports that are **clear, timely and broadly distributed**.

Activity: Effective public outreach and involvement requires collaborating with regional local governments, stakeholders, and advisory groups such as partner agencies. Make all types of communication clear, accessible, and easy to understand. Potential methods include add a translation link in Spanish for Limited English Proficiency (LEP) citizens through a Google Translation Widget on websites and provide distributed flyers, online notices, announcements and other materials in both English and Spanish, as feasible, to engage diverse populations. We also provide hearing impaired and visually impaired citizens assistance in receiving online and physical media distributions through physical outreach materials printed in larger font and in braille, upon request, to all electronic materials provided in an accessible format.

2023 Public Participation Plan

The *2023 Public Participation Plan* was developed by AMBAG in collaboration with the RTPAs. The AMBAG Board of Directors is scheduled to release the *Draft 2023 Public Participation Plan* for public review in June 2023. The comment period will begin on June 14, 2023, and end on August 23, 2023. A public hearing on the *Draft 2023 Public Participation Plan* is scheduled for August 9, 2023, at the AMBAG Board of Directors meeting. The following is a list of key dates for AMBAG and RTPAs:

- Draft Release Date for Public Comment
 - June 14, 2023: AMBAG and All Agencies
- Public Hearing at Board Meeting
 - August 1, 2023: SCCRTC
 - August 9, 2023: AMBAG
 - August 17, 2023: SBtCOG
 - August 23, 2023: TAMC
- Close of Public Comment Period
 - August 23, 2023: All Agencies
- Final Adoption Date
 - September 21, 2023: SBtCOG
 - September 27, 2023: TAMC
 - October 5, 2023: SCCRTC
 - October 11, 2023: AMBAG

Information about the development of the *Draft 2023 Public Participation Plan* was circulated to stakeholder groups and interested parties who have expressed interest in the regional transportation planning process. A list of advisory committees and stakeholders who will receive notification about the availability of the *Draft 2023 Public Participation Plan* is included in Appendix D.

The *Draft 2023 Public Participation Plan*, like all of AMBAG's public documents, was also made available online in ADA accessible format on AMBAG's and RTPA's website, and was promoted through newspapers, and AMBAG's and RTPA's online media pages to target social network users.

The main changes between the *2019 Monterey Bay Public Participation Plan* and the *2023 Public Participation Plan* are:

- Expanding the seven guiding principles to eight guiding principles to include equity goals as a strategy for how to actively meet each of the goals and foster continued engagement with the public.
- Include survey results from an online survey conducted for input on the public's preferred engagement techniques prior to the development of the 2023 PPP.

- Include innovative public outreach best practices to increase public participation regionally, including the limitations and advancements in public participation brought about by the COVID-19 pandemic.
- A timeline of the 2023 Public Participation Plan process from conception to execution (Figure 4-1)
- Updating and enhancing our online and visualization outreach strategies.

The strategies identified in this Plan will be used by AMBAG and RTPAs during the update of our *2050 MTP/SCS* and *2024 MTIP*, as well as in each of the RTPAs' RTPs. This *2023 Public Participation Plan* will supersede the 2019 Monterey Bay Public Participation Plan.

Figure 4-1: 2023 Public Participation Plan Development Timeline

**AMBAG 2023 Public Participation Plan Update
Final Schedule & Process**

Date	Tasks/Objective	Due Dates
January/early February 2023	Outreach to RTPAs by email and confirm point of contacts	2/3/2023
	Draft Schedule and Process Reviewed by RTPAs	2/28/2023
February/March 2023	Publish PPP Survey	2/28/2023
March/April 2023	Present 2023 PPP Update Process to all RTPA TAC/SSTAC meetings and AMBAG Board	
	<i>3/16/23 - Present 2023 PPP Update Process at SCCRTC ITAC Meeting</i>	3/16/2023
	<i>3/24/23 - Present 2023 PPP Update Process at SBTCOG SSTAC</i>	3/24/2023
	<i>3/27/23 - Present 2023 PPP Update Process at AMBAG PDF</i>	3/27/2023
	<i>3/29/23 - Present 2023 PPP Update Process at TAMC/MST MAC</i>	3/29/2023
	<i>4/6/23 - Present 2023 PPP Update Process at TAMC and SBTCOG TAC Meetings</i>	4/6/2023
	<i>4/11/23 - Present 2023 PPP Update Process at SCCRTC E&D TAC</i>	4/11/2023
April/ May 2023	Develop Administrative Draft 2023 PPP	3/30/2023
	Email Administrative Draft PPP document to RTPAs for review	4/13/2023
	Edits/Changes on Administrative Draft 2023 PPP from RTPAs due on 5/8/2023 to AMBAG	5/8/2023
	Develop Draft 2023 PPP	5/31/2023
June 2023	Present Draft 2023 PPP to Committees/Boards, Release Public Notice (70 days) and Start Public Comment Period	Open Comment Period on: 06/14/2023
	<i>6/13/23 - Present Draft 2023 PPP at SCCRTC E&D TAC</i>	Close Comment Period on: 8/23/2023
	<i>6/14/23 - AMBAG Board Meeting</i>	
	<i>6/15/23 - Present Draft 2023 PPP at SCCRTC ITAC Meeting</i>	
	<i>6/15/23 - SBTCOG Board Meeting</i>	
	<i>6/23/23 - Present Draft 2023 PPP at SBTCOG SSTAC</i>	
	<i>6/28/23 - TAMC Board Meeting</i>	
	<i>7/6/23 - Present Draft 2023 PPP at SBTCOG TAC Meeting</i>	
	<i>7/26/23 - Present Draft 2023 PPP at TAMC/MST MAC</i>	
	<i>7/31/23 - AMBAG PDF</i>	
<i>8/3/23 - Present Draft 2023 PPP at TAMC TAC Meeting</i>		
<i>8/3/23 - SCCRTC Board Meeting</i>		
August 2023	Public Hearing on 2023 PPP at AMBAG's August Board Meeting	8/9/2023
	RTPAs to Also Hold Public Hearings (if using AMBAG PPP as their plan)	
	8/3/23 - SCCRTC Public Hearing	8/3/2023
	8/17/23 - SBTCOG Public Hearing	8/17/2023
	8/23/23 - TAMC Public Hearing	8/23/2023
September/October 2023	Summarize comments and make revisions for Final 2023 PPP	9/8/2023
	Adoption of PPP by SBTCOG (if using AMBAG PPP as their plan)	9/21/2023
	Adoption of PPP by TAMC (if using AMBAG PPP as their plan)	9/27/2023
	Adoption of PPP by SCCRTC (if using AMBAG as their plan)	10/5/2023
	Final 2023 PPP for adoption by AMBAG Board	10/11/2023

V. Interested Parties and Public Engagement

Senate Bill 375 and Sustainable Communities Strategy (SCS) Public Outreach

In addition to the required methods for public participation employed to seek public input on plans, programs, and projects in the Monterey Bay region, AMBAG is required to undertake outreach defined in Senate Bill 375. This legislation requires that the transportation plans prepared by AMBAG be consistent with a Sustainable Communities Strategy (SCS) for achieving greenhouse gas emissions targets approved by the California Air Resources Board (CARB) for the region. AMBAG and our partner agencies coordinated to undertake the specific outreach strategies identified below in preparation for the 2050 MTP/SCS which is scheduled for adoption in June 2023.

Engagement of Minority, Low Income, and Limited English Proficiency (LEP) Communities

Pursuant to Executive Order 13166 and FTA Circular 4703.1, AMBAG and RTPAs must strive to make more of a conscious effort to incorporate LEP populations within the Monterey Bay region in all regional and local planning projects and programs. This can be done by:

- Increasing publication of information in Spanish and other languages as necessary
- Establishing special bilingual committees
- Increasing outreach to Spanish-language media
- Establishing outreach methods to indigenous language communities
- Assessing what is needed to expand cultural diversity at meetings

More information as to how AMBAG conducts outreach to the LEP populations in our region can be found in the LEP Plan within the AMBAG 2021 Title VI Plan.

Additional Methods for Public Participation

In addition to the required methods and procedures for engaging public participation, our partner agencies in the Monterey Bay region may utilize some or all of the following optional methods to seek public input on plans, programs, projects and the regional Sustainable Communities Strategy. Methods chosen will depend on the size of the project or the community interest expressed after the initial outreach purpose and list of stakeholders are identified.

Public Workshops and Public Meetings

The purpose of public workshops and public meetings is to present information and obtain input from the public, usually on specific issues, policies, programs, plans or projects. Such meetings are held throughout the planning process and are tailored to specific issues or geographic areas. The Brown Act governs the general conduct of all public meetings, including public workshops.

For public workshops and meetings of particular interest to members of the community, the distribution of notices, agendas and materials via email and on websites is widely used. Public notice ads in local newspapers (online or printed) may also be used depending on the project.

The COVID-19 pandemic brought about notable changes in transportation network planning and decision-making, leading to increased public participation and a greater reliance on virtual public workshops and hybrid public meetings. Transportation agencies and planners have turned to virtual platforms to facilitate public involvement. Engagement techniques include virtual town halls, online surveys, and interactive platforms for stakeholders and the general public to express their opinions, share concerns, and contribute to decision making. AMBAG will focus on hosting both in person and hybrid meetings, based on the positive feedback received through an online survey.

Community Outreach Events and Strategies

Community activities are used to encourage public engagement in regional planning activities and goals. For example, TAMC and several of the regional rideshare providers within the Monterey Bay region have worked with the Monterey Bay Air Resources District (MBARD) to promote the annual Rideshare Week and Clean Air Month in the past.

MST and other rideshare agencies within the regional transportation network also attend community meetings, set up displays at Earth Day, at university/community college in-person registration periods, at transportation fairs at employers' work sites and job fairs, at community events, and sponsor related events such as Bike Week and Bike to Work Day. Other community outreach strategies may include:

- Working with community based organizations to enhance outreach, either through direct contact or through the release of Request for Proposals (RFPs) as funding allows
- Incorporating visualization techniques and interactive activities into planning and programming processes
- Outreach through disadvantaged communities, especially in underserved areas of the Monterey Bay region
- Using health services programs to combine outreach efforts
- Working with leadership groups in each county to educate a broader audience of community leaders about transportation issues
- Targeting large employers and colleges/universities
- Holding public hearings and/or focus group meetings outside of typical work hours and at more convenient locations to provide a wider range of public meeting times and multiple locations in each jurisdiction
- Hosting meetings in facilities that are already established activity centers, such as senior centers
- Provide information at high-traffic locations such as Farmer's Markets, First Friday Art Gatherings, grocery stores, neighborhood block parties and parades.

- Increase involvement with local schools including Safe Routes to School, parent groups and charter schools.

Other Activities

AMBAG and RTPAs also use other public involvement methods as appropriate, including:

- **Public Opinion Surveys** – Public opinion or attitude surveys are used to assess public attitudes or to obtain socioeconomic or demographic information for specific purposes. Electronic deliberative polling and charettes may be employed at meetings to provide instant feedback from the public regarding opinions and attitudes to proposed plans, policies and projects.
- **Stakeholder Meetings** – In the development of special studies, our partner agencies may hold meetings with affected stakeholders to gain their perspective and insights on the study subject.
- **Pop-Ups**– Informal, on-the-spot meetings, workshops, or tabling opportunities at local community events, typically placed at well-traveled community locations such as grocery stores, coffee shops, and schools. Booths are timed to catch the public as they go about their daily activity or where the public is already gathered.
- **Open Houses** – In an open house, one-to-one exchanges between the public and policy makers and/or staff take place in an informal setting. Members of the public ask questions, express concerns, react to proposed plans and policies and make suggestions.
- **Conferences** – Some partner agencies have hosted conferences on transportation issues for educational purposes, soliciting media coverage, and/or soliciting input on specific funding topics.
- **Speaker’s Bureau** – Designed to have people on staff able to visit various community and interest groups, several agencies employ this method to discuss their agency, its purpose, and upcoming projects/programs/issues.
- **Expert Panels** - Individuals with specific expertise, with or without a stake in the outcome of the process, are invited to sit on expert panels to provide advice to staff on policy and technical issues in an informal, roundtable setting.
- **Focus Groups** – Agencies conduct periodic Focus Groups to determine detailed public opinion on transportation topics in the county or reports written by the agency and transportation in the county.
- **Ribbon Cuttings and Ground Breakings** – Agencies hold ceremonies to commemorate the opening of a new project or the beginning of construction. This provides a great opportunity to demonstrate agency accomplishments to the public.

Additional Strategies to Increase Involvement

Although the listing at the beginning of this section provides a summary of the procedures and methods currently used by AMBAG and RTPAs to provide information on their transportation planning processes in the region, each of these methods has varying levels of success, depending on the agency and its constituents. Some of the following methods were particularly successful in eliciting public participation into the transportation arena:

- Agency websites and web postings (such as eNews, videos, visual graphics and blogs)
- Extensive email distribution lists
- Flyers/inserts in paychecks, bills, or other mailers
- Collaborative outreach with other agencies
- Online and mail-in surveys
- Targeted focus group or community meetings
- Interviews on the radio
- Presentations at standing events
- Public service announcements

In addition to these successful methods, the list below incorporates potential methods AMBAG and RTPAs will work to incorporate into their transportation planning, programming, and service delivery projects.

1. Marketing and Visualization Strategies

- Online publication and web based comment of plans/programs, including an increased use of illustrations on agency websites and on affiliated social media networks, such as Twitter, Facebook and Nextdoor
- Increased emphasis on public access television, radio and internet radio
- Coordinated media stories between partner agencies and media outlets
- Prepare weekly or monthly transportation column in local newspapers or newsletters
- Develop public service announcements for distribution
- Write articles for company newsletters and special interest publications
- Target marketing/notices highlighting how planning documents may impact them
- Broadcast hearings on the internet, through webcasts and drone overviews
- Distribute electronic neighborhood newsletters
- Use newspaper articles and active communication with published news sources
- “Word of mouth” is most effective, through direct phone calls and e-mails
- Use direct communication and website information
- Use of video on websites like YouTube, Vimeo and others
- Tap into crowdsourcing and news group opportunities for public opinion

2. Coordination Strategies

- Better incorporation between transportation and land use programs and policies
- Establish special commissions/task forces to engage the public in a less formal setting on certain topics
- Notify and make presentations to other government agencies about high priority projects and to publicize upcoming topical meetings
- Provide thorough explanations of the proposals or project needs in an easy to understand method

3. Feedback and Evaluation Strategies

- Constituent survey requesting feedback on their notification preferences
- Follow up with contacts after each public input is received to ensure participants that their efforts are meaningful and are appreciated

4. Language Assistance Strategies

- Provide physical outreach materials in larger fonts and in braille at public outreach meetings, upon request, and ensure all electronic outreach materials are available in an ADA accessible format for the visually impaired populations.
- Upload audio recordings of the public outreach meetings on our website for our hearing impaired populations
- Ensure all public meetings are held in wheelchair accessible locations to comply with ADA standards and accommodate the physically disabled populations
- Offer translation services online and in printed outreach materials. The Google Translator widget for instance is a great tool that can be used on agency websites that is cost effective and helpful to residents

These strategies are not an exclusive summary of what could be done in the Monterey Bay region, but a list of what AMBAG and RTPAs believe could further enhance public outreach in our region. As our mission statement entails, AMBAG strives to provide “strategic leadership and services to analyze, plan and implement regional policies for the benefit of the Counties and Cities of Monterey, San Benito and Santa Cruz, balancing local control with regional collaboration.”

By updating the PPP, AMBAG and the RTPAs hope to achieve equitable public participation on the various transportation planning, programming, and project implementation activities within the region.

VI. Accountability

The *2023 Public Participation Plan* will be adopted by AMBAG, TAMC, SBtCOG, and SCCRTC. The participation procedures, strategies and goals incorporated into this Public Participation Plan are intended to provide interested parties with reasonable opportunities for involvement in transportation planning, programming, and project implementation in the region.

The *2023 Public Participation Plan* contains a comprehensive list of interested parties to encourage participation among a diverse range of stakeholders and community groups. AMBAG is required to comply with state and local legislation in the development of its MTPs and MTIPs. RTPAs are required to comply with state and federal legislation in the development of their RTPs and RTIPs. AMBAG is specifically required to consult with agencies and officials responsible for other planning activities within the region that are affected by AMBAG's MTP/SCS and MTIP (including, as appropriate, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation).

The *2023 Public Participation Plan* is intended to act as a guide for the public participation process. The Plan will be reviewed biennially to determine its effectiveness in meeting a full and open participation process in transportation planning, programming and service delivery need.

The *2023 Public Participation Plan* will also be considered as a mandated document that requires AMBAG to continue its commitment to involve minority, low income, and Limited English Proficiency (LEP) communities by sharing this Public Participation Plan with these populations and staying connected with current stakeholders and local community groups who represent these populations on an ongoing basis.

Appendix A: List of Acronyms

ADA	Americans with Disabilities Act of 1990
ALUC	Airport Land Use Commission
AMBAG	Association of Monterey Bay Area Governments
Caltrans	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
COG	Council of Governments
CHP	California Highway Patrol
CTC	California Transportation Commission
DEIR	Draft Environmental Impact Report
DOF	Department of Finance (State of California)
E&D TAC	Elderly & Disabled Transportation Advisory Committee
EIR	Environmental Impact Report
EMFAC Model	Emission Factors Model developed by CARB
EPA	Environmental Protection Agency
EPSP	Expedited Project Selection Procedures
FAST-ACT	Fixing America's Surface Transportation Act of 2015
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol

FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GHG	Greenhouse Gas Emissions
GIS	Geographic Informational Systems
IIJA/BIA	Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act of 2021
LEP	Limited English Proficiency
LTA	San Benito County Local Transportation Authority
LTC	Local Transportation Commission (e.g. SBtCOG, SCCRTC, TAMC)
MAC	(Santa Cruz) METRO Advisory Committee
MBARD	Monterey Bay Air Resources District
MCHA	Monterey County Hospitality Association
MPAD	Monterey Peninsula Airport District
MPO	Metropolitan Planning Organization (e.g. AMBAG)
MTP	Metropolitan Transportation Plan
MST	Monterey-Salinas Transit
MTIP	Metropolitan Transportation Improvement Program
NEPA	National Environmental Policy Act
OWP	Overall Work Program (the Monterey Bay region work program)
PIP	Public Involvement Program

PPP	Public Participation Plan
RPC	Rail Policy Committee
RFP	Request For Proposals
RHNA	Regional Housing Needs Assessment
RIDES	MST's Paratransit Program
RSTP	Regional Surface Transportation Program (funding source)
RTIP	Regional Transportation Improvement Program (prepared by RTPAs)
RTP	Regional Transportation Plan (prepared by RTPAs)
RTPA	Regional Transportation Planning Agency (e.g. SBtCOG, SCCRTC, TAMC)
RTPAC	Regional Transportation Plan Advisory Committee for San Benito COG
SAFE	Service Authority for Freeways and Expressways
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SB 375	Senate Bill 375 - connects land use decisions to transportation emissions
SBtCOG	Council of San Benito County Governments
SCCRTC	Santa Cruz County Regional Transportation Commission
SCMTD	Santa Cruz Metropolitan Transit District (or Santa Cruz METRO)
SCS	Sustainable Communities Strategy

SIP	State Implementation Plan
SRTP	Short Range Transit Plan
SSTAC	Social Service Transportation Advisory Council
STIP	State Transportation Improvement Plan
TAC	Technical Advisory Committee
TAMC	Transportation Agency for Monterey County
TDA	Transportation Development Act (funding source – locally generated)
TOS	Traffic Operations System
UCSC	University of California, Santa Cruz
U.S. DOT	United States Department of Transportation

Appendix B: Public Participation Practices by Agency

Association of Monterey Bay Area Governments (AMBAG)

Website: www.ambag.org Phone: (831) 883-3750 Fax: (831) 883-3755 E-mail: info@ambag.org

Item	Frequency	Web	Email	Mail	Media	Other
MPO Meetings/Packets	2nd Wednesday of each month (no meetings in July or December)	Posted 5-6 days prior to meeting	Notifications sent to distribution list and interested parties when packet posted on web	--	--	Meetings are hybrid and held throughout the tri-county region, but are usually held at the Air Resources District, 24580 Silver Cloud Ct, Monterey, CA 93940
MPO Actions	Approves plans, programs, projects, Agency studies and funding actions, and holds public hearings.	Agenda and minutes are posted on our webpage	Notification to interested parties when appropriate	To affected agencies, organizations or individuals as appropriate	Press releases distributed for significant agency actions.	Notifications are included in committee packets as appropriate
Public Hearings	As needed for plan, program, project and state and federal funding actions	Posted on the web page prior to the public hearing, in posted agendas.	Notification to interested parties and those who receive the MPO packets	--	Press releases issued for significant agency actions	Legal notices are published in newspapers of general circulation in each of the three counties. Notices also may be published in regional, community, or Spanish language newspapers to reach the affected area.
Correspondence from the Public	Varies	Responses included in Board agenda correspondence log, correspondence included with associated agenda items or by reference in staff reports.	Responses to e-mail correspondence generally made by e-mail	Responses to mail correspondence generally made by e-mail	--	--
MPO Committees	AMBAG utilizes our partner RTPA Committees for input from each of the three counties.					
Approved plans, documents and/or project information	As available (examples would include completed environmental documents, transportation plans, and approved studies)	Plans, documents and project information posted on the web	E-mail distribution to interested parties	Documents are mailed to major libraries if public comment is solicited	Press release issued when document approved of in advance of scheduled public hearings for significant agency actions	--
Social Media	Agency <i>Facebook</i> page regularly updated	Agency news and project information posted and updated regularly	--	--	https://www.facebook.com/MontereyBayAMBAG	--
Language Assistance	We will provide physical outreach materials in larger fonts and in braille and electronic outreach materials in ADA compliant formatting for our visually impaired populations, provide audio recordings for our hearing impaired populations, ensure all public meetings are held in wheelchair accessible locations to comply with ADA standards and accommodate our physically disabled populations, and translate and display public hearing notices and flyers in both English and Spanish in newspapers and radio for our LEP populations.					
Regional Clearinghouse	Semi-monthly (on the 15th and last day of every month)	https://www.ambag.org/plans/regional-clearinghouse	Emailed to a listserv twice a month.	--	--	On the AMBAG Board Agenda each month.

Transportation Agency for Monterey County (TAMC)

Website: www.tamcmonterey.org Phone: (831) 775-0903 Fax: (831) 775-0897 E-mail: info@tamcmonterey.org

Item	Frequency	Web	Email	Mail	Media	Other
Transportation Agency Meetings/Packets	4th Wednesday of each month (1st Wednesday of December, no meetings in July or November)	Posted 4 days prior to meeting	Notification sent to distribution list and interested parties when packet posted on web. Agenda and Agenda Packet are emailed to Board of Directors and major libraries.	--	Meetings are recorded and posted on the TAMC website and YouTube Channel.)	Meetings are generally held in Salinas at the Monterey County Government Center or the County of Monterey Agricultural Center as the alternate location if needed.
Transportation Agency Actions	Approves plans, programs, projects, Agency studies and funding actions	Agenda and minutes are posted on the webpage. .	Notification to interested parties if appropriate	To affected agencies, organizations or individuals as appropriate	Press releases distributed for significant agency actions.	Notification included in committee packets as appropriate
Transportation Agency "Highlights"	Following each Board of Directors meeting	Posted 1-3 days following meetings	Notification sent to distribution list, including member agencies, interested parties/individuals and county media	None	(see Email)	Agency highlights published in Monterey-Salinas Transit (MST) Board of Directors agendas
Public Hearings	As needed for plan, program, project and state and federal funding actions	Legal notices are posted 1-2 weeks prior to hearing, materials posted with packet (at least 4 days prior)	Notification to interested parties and those who receive the Transportation Agency packets	(see Transportation Agency Meetings/Packets)	Press releases issued for significant agency actions and included in Transportation Agency Highlights and posted on the TAMC website and social media pages.	Notification included in committee packets as appropriate, signs may also be placed on A-frame barricades on major thoroughfares.
Correspondence from the Public	Varies	Responses included in Board agenda correspondence log, correspondence included with associated agenda items or by reference in staff reports.	Responses to e-mail correspondence generally made by e-mail	Written responses provided to written correspondence	None	Responses to social media inquiries or comments are posted via social media on the social media platform.
Transportation Agency Committees	Monthly meetings (No meetings scheduled in July)	Agenda and Agenda Packets and minutes are posted to Agency website	Agenda and Agenda Packets are emailed to committee members, notification about packet availability emailed to interested parties	Agenda and Agenda Packets are emailed to committee members	--	--

Item	Frequency	Web	Email	Mail	Media	Other
Measure X Citizens Oversight Committee	Meets quarterly in January, April, July and October	Agenda and Agenda Packets and minutes posted to Agency website	Notification sent to distribution list and interested parties when packet posted on web	--	Committee meetings are recorded and posted on the TAMC YouTube Channel.	Meetings are held at the Government Center on Schilling Place in Salinas or at the alternate location, the County of Monterey Agricultural Center if needed.
Approved plans, documents and/or project information	As available (examples would be completed environmental documents, Transportation Plans, and approved studies)	Plans, documents and project information are posted on the web	E-mail distribution to interested parties	Documents mailed to major libraries, if public comment is solicited	Press release issued when document approved of in advance of scheduled public hearings for significant agency actions	Notifications are posted on the TAMC social media platforms.
E-newsletter subscriptions	Project specific E-newsletter may be developed by the project team.	--	E-mail distribution to interested parties	--	--	--
Social Media	Agency <i>Facebook</i> , <i>Twitter</i> , <i>Instagram</i> pages are updated regularly	Agency news and project information are posted online	None	None	None	--
Language Assistance	Alternate formats (Spanish, hearing or sight impaired, etc.) as appropriate	Website content is translated into Spanish	Responses are provided in Spanish, as appropriate	Responses are provided in Spanish, as appropriate	Coordinate with Spanish language media	Public outreach such as Townhall meetings and workshops are conducted in Spanish in dominant Spanish language communities.

Council of San Benito County Governments (SBtCOG)

Website: www.sanbenitocog.org Phone: (831) 637-7665 Fax: (831) 636-4160 Email: info@sanbenitocog.org

Item	Frequency	Web	Email	Mail	Media	Other
Board Meetings/Packets	Monthly	Posted 5 days prior to meeting; all Agenda Items and Attachments are available to download and print	Notification sent to distribution list and interested parties when packet posted on web	None generally	--	--
Board Actions	As needed for high profile program/project decisions	Meeting highlights posted	Notification to interested parties, if appropriate	None generally	None generally	Notification included in committee packets as appropriate
Public Hearings	As needed for high profile program/project decisions and Environmental Documents	Notice posted 1-4 weeks prior to hearing, materials posted with packet (at least 5 days prior)	Notification to interested parties and those who receive the Board packets	None generally	Press releases and paid ads are sent 1-2 weeks in advance, and media advisory is sent the day before a public event. Public Notices are posted in a newspaper of general circulation.	Notification included in committee packets as appropriate, outreach to potentially affected stakeholder groups or community members if necessary
Correspondence from the Public	Varies	Entry included in correspondence log posted with packets	If correspondence received via e-mail, it is acknowledged via e-mail.	If correspondence requests a response, then a letter may be provided by mail.	None	Correspondence addressing specific projects may be included with that item in the Board meeting packets
Advisory Committees	Monthly, bi-monthly, and quarterly	Posted 5 days prior to meeting; all agenda items and attachments are available to download and print	Packets emailed, notification about packet availability emailed to interested parties	Packets mailed to committee members upon request	None, unless included in an important recommendation to the Board	--
Approved plans, documents and/or project information	As available (examples would be completed environmental analyses, RTPs, Project Information Sheets, etc.)	Plans, documents, info posted on the web	E-mail to interested parties	Documents mailed to County library upon request	Press releases are sent out when the document is available with information about the public hearing, if one is planned	Presentations are provide to the appropriate local boards, commissions and/or committees
Social Media	Frequent Facebook and Twitter posts	Rideshare website includes Facebook and Twitter links directing the public to its social media counts	Staff emails includes Facebook and Twitter links directing the public to its social media counts	--	--	--
Language Assistance	Alternate formats (Spanish, hearing or sight impaired, etc.) as appropriate	Google Translation widget available on COG website, Rideshare website and County Express transit website to translate these pages to Spanish	Full-time bilingual staff are available to respond to Spanish language correspondence	Written correspondence in Spanish is provided to the general public, upon request. Transit related documents are available to the general public in Spanish on an ongoing basis	Coordinate with Spanish language media, as appropriate.	All notices for public hearings and public meetings are made available in Spanish language format; interpreter services are provided for annual Unmet Transit Needs Hearings.

Santa Cruz County Regional Transportation Commission (SCCRTC)

Website: www.sccrtc.org Phone: (831) 460-3200 Fax: (831) 460-3215 E-mail: info@sccrtc.org

Item	Frequency	Web	Email	Mail	Media	Other
SCCRTC Meetings/Agenda Packets	1-2 times per month, second meeting in a workshop format	Posted 3-6 days prior to meeting	Notification sent to distribution list and interested parties (eNews) when packet posted on web	Packet mailed to Commissioners and major libraries.	Main meeting is televised and rebroadcast on Community TV, media notified by email when packet is posted on web	Meetings are held throughout the County; hard copy of agenda packet is available at SCCRTC office, major libraries, some partner agency offices, and posted on social media
SCCRTC Actions	As needed for high profile program/project decisions	Press release and/or news feed posted	Notifications to interested parties (eNews), if appropriate	None generally	Press release distributed before and/or after SCCRTC action (meeting)	Notification included in committee packets as appropriate and posted on social media
SCCRTC Highlights	Following main monthly meeting	Posted 1-2 days following the meeting	Notifications sent to city councilmembers, transit district board members, media, chambers of commerce, SCCRTC committee members and to interested parties through enews	None	(see Email)	Meeting highlights are posted on the SCCRTC social media channels
Public Hearings	As needed for high profile program/project decisions	Notice posted 10 or more days prior to hearing, materials posted with packet (at least 4 days prior)	Notification to interested parties (eNews) and those who receive the SCCRTC packets	(see SCCRTC Meetings/Agenda Packets)	Press release sent 1-2 weeks in advance, media advisory sent the day before if a public event, paid ads may also be placed 1-2 weeks in advance	Notification included in committee packets as appropriate, posted on social media, and signs may also be placed on A-frame barricades on major thoroughfares.
Correspondence from the Public	Varies	Entry included in correspondence log posted with packets	If correspondence is received via e-mail, it is acknowledged via e-mail.	None	None	Correspondence addressing specific SCCRTC projects may be included with that item in the SCCRTC meeting packets.
SCCRTC Committees <ul style="list-style-type: none"> • Interagency Technical • Bicycle • Elderly & Disabled 	Every 1-2 months	Packets posted on web	Packets emailed, notification about packet availability emailed to interested parties (eNews)	Packets mailed to committee members that request it, fees may apply per SCCRTC Rules and Regulations	None, unless included in an important recommendation to the SCCRTC	--
Approved SCCRTC plans, documents and/or project information	As available (examples would be completed environmental analyses, RTPs, RTIPs, feasibility analyses, Traffic Monitoring Reports, etc.)	Plans, documents, info posted on the web	Link to posted document provided and emailed to interested parties (eNews)	Documents mailed to major libraries, if public comment is solicited	Press release sent out when document available with information about the public hearing, if one planned	Hard copies available in SCCRTC office and public libraries, as appropriate

Item	Frequency	Web	Email	Mail	Media	Other
Social Media	Several times a week	Post RTC news, updates, events, videos and photos on Facebook, Twitter, Instagram and Nextdoor as available	None	None	None	--
Language Assistance	Alternate formats (Spanish, hearing or visually impaired, etc.) as appropriate	New website will be fully accessible for disabled users and have Spanish translation options	Currently limited	Currently limited	Coordinate with Spanish language media, as appropriate.	--

Appendix C: Partner Transportation Agency Contacts

<p>Mr. Scott Eades, Director Caltrans, District 5 50 Higuera Street San Luis Obispo, CA 93401 (805) 549-3130 scot.eades@dot.ca.us</p>	<p>Mr. Guy Preston, Executive Director Santa Cruz County Regional Transportation Commission 1101 Pacific Avenue, Ste. 250 Santa Cruz, CA 95060 (831) 460-3200 gpreston@sccrtc.org</p>
<p>Ms. Maura Twomey Executive Director Association of Monterey Bay Area Governments 24580 Silver Cloud Court Monterey, CA 93940 (831) 883-3750 mtwomey@ambag.org</p>	<p>Mr. Michael Tree CEO/General Manager Santa Cruz Metropolitan Transit District 370 Encinal Street, Suite 100 Santa Cruz, CA 95060 (831) 426-6080 mtree@scmtd.com</p>
<p>Ms. Binu Abraham Executive Director Council of San Benito County Governments 330 Tres Pino Road, C7 Hollister, CA 95023 (831) 637-7665, Ext. 207 babraham@sanbenitocog.org</p>	<p>Mr. Todd Muck Executive Director Transportation Agency for Monterey County 55-B Plaza Circle Salinas, CA 93901-2902 (831) 775-0903 Todd@tamcmonterey.org</p>
<p>Mr. Carl Sedoryk General Manager/CEO Monterey-Salinas Transit 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940 (831) 264-5001 csedoryk@mst.org</p>	<p>Mr. Richard Stedman Air Pollution Control Officer Monterey Bay Air Resources District 24580 Silver Cloud Court Monterey, CA 93940 (831) 647-9411 rstedman@mbard.org</p>

Appendix D: List of Stakeholders

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Ag Land Trust		X			Agricultural Interest Group	Local
Agri-Culture				X	Agricultural Interest Group	Local
Agriculture and Land-Based Training Association		X	X		Agricultural Interest Group	Local
California Sustainable Agriculture Working Group (CALSAWG)				X	Agricultural Interest Group	State
Camp Joy Gardens				X	Agricultural Interest Group	Local
Community Alliance with Family Farmers				X	Agricultural Interest Group	Local
Monterey Farm Bureau		X			Agricultural Interest Group	Local
Organic Farming Research Foundation				X	Agricultural Interest Group	National
San Benito Farm Bureau			X		Agricultural Interest Group	Local
Santa Cruz County Farm Bureau				X	Agricultural Interest Group	Local
Hollister Municipal Airport			X		Airport Operation Agencies	Local
King City (Mesa del Rey) Airport		X			Airport Operation Agencies	Local
Marina Municipal Airport		X			Airport Operation Agencies	Local
Monterey Peninsula Airport District		X			Airport Operation Agencies	Local
Salinas Municipal Airport		X			Airport Operation Agencies	Local
Watsonville Municipal Airport				X	Airport Operation Agencies	Local
Bike - Velo Club		X			Bicycle & Pedestrian Interest Group	Local
Bike Santa Cruz County				X	Bicycle & Pedestrian Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Bike Smart!/Ecology Action		X		X	Bicycle & Pedestrian Interest Group	Local
FORT (Friends of the Rail and Trail)				X	Bicycle & Pedestrian Interest Group	Local
Mission Pedestrian				X	Bicycle & Pedestrian Interest Group	Local
Monterey Off Road Cycling Association		X			Bicycle & Pedestrian Interest Group	Local
Mountain Bikers of Santa Cruz				X	Bicycle & Pedestrian Interest Group	Local
National Bike Greenway/Cycle America				X	Bicycle & Pedestrian Interest Group	National Interest Group
Rails to Trails				X	Bicycle & Pedestrian Interest Group	National Interest Group
Salinas Bicycle Committee		X			Bicycle & Pedestrian Interest Group	Local
Santa Cruz County Cycling Club				X	Bicycle & Pedestrian Interest Group	Local
Big Brothers Big Sisters of Santa Cruz				X	Children & Youth Services	Local
CASA of Santa Cruz County				X	Children & Youth Services	Local
CASA of San Benito County			X		Children & Youth Services	Local
Boys and Girls Clubs of Monterey County		X			Children & Youth Services	Local
Boys and Girls Club of Santa Cruz				X	Children & Youth Services	Local
Child Development Resource Center				X	Children & Youth Services	Local
Community Bridges				X	Children & Youth Services	Local
Digital Nest		X		X	Children & Youth Services	Local
Hollister Youth Alliance			X		Children & Youth Services	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Jovenes SANOS				X	Children & Youth Services	Local
Pajaro Valley Children's Center				X	Children & Youth Services	Local
YES! Helping Outstanding Young Leaders				X	Children & Youth Services	Local
YMCA			X	X	Children & Youth Services	Local
Builders Exchange of the Central Coast		X			Development Interest Group	Local
Builders - Don Chapin		X			Development Interest Group	Local
Builders - Granite Construction		X		X	Development Interest Group	Local
Building Trades Association		X			Development Interest Group	Local
Felton Business Association				X	Development Interest Group	Local
Carpenters Union Local 505/506		X			Development Interest Group	Local
Graniterock		X	X	X	Development Interest Group	Local
Monterey Bay Central Labor Council		X			Development Interest Group	Local
Monterey County Realtors Association		X			Development Interest Group	Local
Salinas Valley Builders Exchange		X			Development Interest Group	Local
Aptos Chamber of Commerce				X	Economic Development Agency	Local
Capitola Soquel Chamber of Commerce				X	Economic Development Agency	Local
Carmel Chamber of Commerce		X			Economic Development Agency	Local
Economic Development Corporation San Benito County			X		Economic Development Agency	Local
Hispanic Chamber of Commerce of Monterey County		X			Economic Development Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Hollister Downtown Association			X		Economic Development Agency	Local
Marina Chamber of Commerce		X			Economic Development Agency	Local
Monterey Bay Economic Partnership		X	X	X	Economic Development Agency	Local
Monterey County Business Council		X			Economic Development Agency	Local
Monterey County Taxpayers Association		X			Economic Development Agency	Local
Monterey County Visitors & Convention Bureau		X			Economic Development Interest Group	Local
Monterey Peninsula Chamber of Commerce		X			Economic Development Agency	Local
Monterey Peninsula Hospitality Association		X			Economic Development Association	Local
North Monterey County Chamber of Commerce		X			Economic Development Agency	Local
Pacific Grove Chamber of Commerce		X			Economic Development Agency	Local
Pajaro Valley Chamber of Commerce		X		X	Economic Development Agency	Local
Pleasure Point Business Association				X	Economic Development Agency	Local
Salinas City Center Improvement Association		X			Economic Development Agency	Local
Salinas United Business Association (SUBA)		X			Economic Development Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Salinas Valley Chamber of Commerce		X			Economic Development Agency	Local
San Benito County Business Council			X		Economic Development Agency	Local
San Benito County Chamber of Commerce and Visitors Bureau			X		Economic Development Agency	Local
San Lorenzo Valley Chamber of Commerce				X	Economic Development Agency	Local
Santa Cruz Business Council				X	Economic Development Agency	Local
Santa Cruz County Chamber of Commerce				X	Economic Development Agency	Local
Santa Cruz Downtown Association				X	Economic Development Agency	Local
Seaside/Sand City Chamber of Commerce		X			Economic Development Agency	Local
Scotts Valley Chamber of Commerce				X	Economic Development Agency	Local
South Bay AFL-CIO Labor Council			X		Economic Development Agency	Local
The Harvey-Baker House		X			Economic Development Interest Group	Local
Workforce Investment Board		X			Economic Development Agency	Local
Arts Council Santa Cruz County				X	Economic Justice Interest Group	Local
CHISPA Housing		X	X		Economic Justice Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
San Benito County Arts Council			X		Economic Justice Interest Group	Local
EDD				X	Economic Justice Interest Group	Local
Educational Opportunity Program (EOP)				X	Economic Justice Interest Group	Local
Familia Center				X	Economic Justice Interest Group	Local
Family Service Association, Santa Cruz				X	Economic Justice Interest Group	Local
Fenix Services				X	Economic Justice Interest Group	Local
Food & Nutrition Services				X	Economic Justice Interest Group	Local
Goodwill Industries				X	Economic Justice Interest Group	Local
Homeless Community Resource Center				X	Economic Justice Interest Group	Local
Homeless Garden Project				X	Economic Justice Interest Group	Local
H.O.M.E. Resource Center			X		Economic Justice Interest Group	Local
League of Women Voters of Santa Cruz				X	Economic Justice Interest Group	Local
Loaves and Fishes		X		X	Economic Justice Interest Group	Local
Lomak Property Group				X	Economic Justice Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
LULAC Salinas Council #2055		X			Economic Justice Interest Group	Local
My Father's House			X		Economic Justice Interest Group	Local
Pajaro Valley Art Council		X		X	Economic Justice Interest Group	Local
Pajaro Valley Shelter Services		X		X	Economic Justice Interest Group	Local
Parents Center				X	Economic Justice Interest Group	Local
Peace Coalition of Monterey County		X			Economic Justice Interest Group	Local
Salvation Army		X	X	X	Economic Justice Interest Group	Local
Santa Cruz Aids Project				X	Economic Justice Interest Group	Local
Santa Cruz Community Counseling Center				X	Economic Justice Interest Group	Local
South County Property Management				X	Economic Justice Interest Group	Local
Southern Monterey County Rural Community Coalition		X			Economic Justice Interest Group	Local
Bonny Doon Union Elementary School District Office				X	Educational Institution	Local
Cabrillo College				X	Educational Institution	Local
Cal State Monterey Bay		X			Educational Institution	Local/State
County Office of Education		X		X	Educational Institution	Local
Happy Valley Union Elementary School District Office				X	Educational Institution	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Hartnell College		X			Educational Institution	Local
Hollister School District			X		Educational Institution	Local
Institute of Marine Sciences (IMS)				X	Educational Institution	Local
Live Oak School District Office				X	Educational Institution	Local
Monterey Peninsula College		X			Educational Institution	Local
Mountain Elementary School District Office				X	Educational Institution	Local
Naval Postgraduate School		X			Educational Institution	Local
Pacific Elementary School District Office				X	Educational Institution	Local
Pajaro Valley Unified School District Office		X		X	Educational Institution	Local
San Benito County Office of Education			X		Educational Institution	Local
Hollister High School			X		Educational Institution	Local
San Lorenzo Valley Unified School District				X	Educational Institution	Local
Santa Cruz City School District Office				X	Educational Institution	Local
Santa Cruz County Office of Education				X	Educational Institution	Local
Santa Cruz County Office of Education Charter Schools Office				X	Educational Institution	Local
Scotts Valley Unified School District Office				X	Educational Institution	Local
Soquel Union Elementary School District Office				X	Educational Institution	Local
University of California Santa Cruz (Transportation Department)				X	Educational Institution	Local/State

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
AARP			X	X	Elderly & Disabled Community	National Interest Group
Access Options, Inc.				X	Elderly & Disabled Community	Local
Advocacy Inc.				X	Elderly & Disabled Community	Local
Aegis of Aptos				X	Elderly & Disabled Community	Local
Aging and Disability Resource Connection (ADRC)			X		Elderly & Disabled Community	Local
Alliance on Aging		X			Elderly & Disabled Community	Local
Alcoholics Anonymous			X	X	Elderly & Disabled Community	Local
Alexandria Victoria Retirement Assisted Living				X	Elderly & Disabled Community	Local
Alzheimer's Association				X	Elderly & Disabled Community	Local/State
American Red Cross			X	X	Elderly & Disabled Community	National
Apria Healthcare				X	Elderly & Disabled Community	Local
Arbor Cove Senior Commons				X	Elderly & Disabled Community	Local
Area Agency on Aging		X	X	X	Elderly & Disabled Community	State
Bike Santa Cruz County				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Cabrillo College (Stroke)				X	Elderly & Disabled Community	Local
California Grey Bears				X	Elderly & Disabled Community	Local
California Senior Alliance				X	Elderly & Disabled Community	State
Californians for Disability Rights				X	Elderly & Disabled Community	Local
Capitola Manor				X	Elderly & Disabled Community	Local
Capitola/Soquel Community Activities				X	Elderly & Disabled Community	Local
CCCIL		X		X	Elderly & Disabled Community	Local
Central Coast Alliance for Health		X	X	X	Elderly & Disabled Community	Local
Central Coast Center for Independent Living		X	X		Elderly & Disabled Community	Local
Central Coast Energy Services, Inc.				X	Elderly & Disabled Community	Local
Central Coast Surgery Center				X	Elderly & Disabled Community	Local
Chanticleer Home				X	Elderly & Disabled Community	Local
Cindy's Celebrations Inc.				X	Elderly & Disabled Community	Local
Community Voice for Aging		X			Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Community Bridges (CTSA)				X	Elderly & Disabled Community	Local
Community Options				X	Elderly & Disabled Community	Local
Companion for Life Project/Lifeline Project				X	Elderly & Disabled Community	Local
Conflict Resolution Center				X	Elderly & Disabled Community	Local
County Villa Watsonville East Nursing Center				X	Elderly & Disabled Community	Local
Country Villa Watsonville West Nursing & Rehab Center				X	Elderly & Disabled Community	Local
Courtesy Cab				X	Elderly & Disabled Community	Local
Cozy Home				X	Elderly & Disabled Community	Local
Cresthaven Nursing Home				X	Elderly & Disabled Community	Local
De Un Amor				X	Elderly & Disabled Community	Local
Del Mar Caregiver Resource Center				X	Elderly & Disabled Community	Local
Dominican Hospital				X	Elderly & Disabled Community	Local
Dominican Oaks Retirement Community				X	Elderly & Disabled Community	Local
Driftwood Healthcare Center				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Easter Seals (Central California)				X	Elderly & Disabled Community	Local
Ecology Action		X		X	Elderly & Disabled Community	Local
El Dorado Center				X	Elderly & Disabled Community	Local
Elderday				X	Elderly & Disabled Community	Local
Emmaus House			X		Elderly & Disabled Community	Local
Employment and Community Options				X	Elderly & Disabled Community	Local
Employment Development Department			X	X	Elderly & Disabled Community	Local
Esperanza Center			X		Elderly & Disabled Community	Local
Family Service Agency of the Central Coast				X	Elderly & Disabled Community	Local
First Transit Services, Inc.				X	Elderly & Disabled Community	Local
Flor's Guest Home				X	Elderly & Disabled Community	Local
Foster Grandparent/Senior Companion Program				X	Elderly & Disabled Community	Local
Front Street Residential Care				X	Elderly & Disabled Community	Local
Garfield Park Village				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Golden Age Convalescent Hospital				X	Elderly & Disabled Community	Local
Goodwill Industries				X	Elderly & Disabled Community	Local
Hanover Guest Home				X	Elderly & Disabled Community	Local
Head Start Administration				X	Elderly & Disabled Community	Local
HOPE Services			X	X	Elderly & Disabled Community	Local
Imagine				X	Elderly & Disabled Community	Local
Joe's Wheelchair Services				X	Elderly & Disabled Community	Local
Jovenes de Antano			X		Economic Development Agency	Local
La Posada				X	Elderly & Disabled Community	Local
Legal Aid Society of Santa Cruz County				X	Elderly & Disabled Community	Local
Leukemia Society of America				X	Elderly & Disabled Community	Local
Lifespan Care				X	Elderly & Disabled Community	Local
Lincare, Inc.				X	Elderly & Disabled Community	Local
Live Oak Community Resources				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Louden Nelson Community Center				X	Elderly & Disabled Community	Local
Maple House I & II				X	Elderly & Disabled Community	Local
Meals on Wheels			X	X	Elderly & Disabled Community	Local
Mental Health In Patient Services				X	Elderly & Disabled Community	Local
Mental Health Resource Center				X	Elderly & Disabled Community	Local
Metro Advisory Committee				X	Elderly & Disabled Community	Local
Mid-County Senior Center, Inc.				X	Elderly & Disabled Community	Local
Mission Pedestrian				X	Elderly & Disabled Community	Local
Monterey & San Benito County Military & Veteran's Services		X	X		Elderly & Disabled Community	Local
MST Mobility Advisory Committee		X			Elderly & Disabled Community	Local
NovaCare Orthotics & Prosthetics				X	Elderly & Disabled Community	Local
Oak Tree Villa				X	Elderly & Disabled Community	Local
Office of the Public Guardian				X	Elderly & Disabled Community	Local
Ombudsman Advocate, Inc.				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Pacific Coast Manor				X	Elderly & Disabled Community	Local
Pajaro Valley Community Health Trust				X	Elderly & Disabled Community	Local
Palomar Inn				X	Elderly & Disabled Community	Local
Planned Parenthood Health Centers				X	Elderly & Disabled Community	Local
Project Scout				X	Elderly & Disabled Community	Local
Pula Services				X	Elderly & Disabled Community	Local
Rillera Guest Home				X	Elderly & Disabled Community	Local
Rose Acres				X	Elderly & Disabled Community	Local
Salud Para La Gente, Inc.				X	Elderly & Disabled Community	Local
Salvation Army		X	X	X	Elderly & Disabled Community	Local
Salvation Army Corps Community Center				X	Elderly & Disabled Community	Local
San Andreas Regional Center				X	Elderly & Disabled Community	Local
San Benito Health Foundation			X		Elderly & Disabled Community	Local
Santa Cruz County Commission on Disabilities				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Santa Cruz County Health Service Agency				X	Elderly & Disabled Community	Local
Santa Cruz County Immigration Project				X	Elderly & Disabled Community	Local
Santa Cruz County Veterans Center				X	Elderly & Disabled Community	Local
Santa Cruz Healthcare Center				X	Elderly & Disabled Community	Local
Santa Cruz Host Lions Club				X	Elderly & Disabled Community	Local
Santa Cruz Metropolitan Transit District				X	Elderly & Disabled Community	Local
Santa Cruz Women's Health Center				X	Elderly & Disabled Community	Local
Sarro Associates, Inc.				X	Elderly & Disabled Community	Local
Satellite Dialysis				X	Elderly & Disabled Community	Local
SCCCC				X	Elderly & Disabled Community	Local
SCRIP				X	Elderly & Disabled Community	Local
Seaview Guest Home				X	Elderly & Disabled Community	Local
Senior Citizens Legal Services			X	X	Elderly & Disabled Community	Local
Senior Citizens Opportunity				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Senior Living Centers				X	Elderly & Disabled Community	Local
Senior Network Services			X	X	Elderly & Disabled Community	Local
Seniors Council				X	Elderly & Disabled Community	Local
Seniors Council SCR & SBT Counties			X		Elderly & Disabled Community	Local
Senior Services				X	Elderly & Disabled Community	Local
Shoreline Work Force Development Services				X	Elderly & Disabled Community	Local
Skills Center – Mobile Work Group				X	Elderly & Disabled Community	Local
Skills Center – Pajaro Valley Training Center				X	Elderly & Disabled Community	Local
Soquel Leisure Villa				X	Elderly & Disabled Community	Local
Sunshine Villa				X	Elderly & Disabled Community	Local
Sutter Maternity & Surgery Center				X	Elderly & Disabled Community	Local
The Shelter Project				X	Elderly & Disabled Community	Local
Twilight Manor				X	Elderly & Disabled Community	Local
Valley Convalescent Hospital				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Valley Haven Care Home				X	Elderly & Disabled Community	Local
Valley Heights Senior Rental Community				X	Elderly & Disabled Community	Local
Veterans Employment				X	Elderly & Disabled Community	Local
Veterans Services Office - Watsonville				X	Elderly & Disabled Community	Local
Via Pacifica Gardens				X	Elderly & Disabled Community	Local
Victorian Home Care Inc.				X	Elderly & Disabled Community	Local
Vista Center				X	Elderly & Disabled Community	Local
Volunteer Center of Santa Cruz County				X	Elderly & Disabled Community	Local
Watsonville Community Hospital				X	Elderly & Disabled Community	Local
Watsonville Health Center				X	Elderly & Disabled Community	Local
Watsonville Parks & Recreation Department				X	Elderly & Disabled Community	Local
Watsonville Residential Care, Inc.				X	Elderly & Disabled Community	Local
Watsonville Satellite Dialysis Center				X	Elderly & Disabled Community	Local
Watsonville Senior Center				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
WomenCARE				X	Elderly & Disabled Community	Local
Women's Crisis Support/Defensa De Mujeres				X	Elderly & Disabled Community	Local
Youth Services				X	Elderly & Disabled Community	Local
American Medical Response				X	Emergency Services	Local
California Office of Traffic Safety			X	X	Emergency Services	Local
Central Coast Energy Services, Inc.				X	Emergency Services	Local
Santa Cruz Regional 911			XFF	X	Emergency Services	Local
Agricultural History Project (AHP) Museum				X	Environmental Interest Group	Local
Beyond Pesticides				X	Environmental Interest Group	Local
Bus-by-Choice Santa Cruz				X	Environmental Interest Group	Local
California Center for Land Recycling				X	Environmental Interest Group	Local
California Native Plants Society		X		X	Environmental Interest Group	Local
California Rural Legal Assistance				X	Environmental Interest Group	Local
California Sustainable Agricultural Working Group				X	Environmental Interest Group	Local
CalPIRG at UCSC				X	Environmental Interest Group	Local
Camp Joy Gardens				X	Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Campaign for Sustainable Transportation				X	Environmental Interest Group	Local
Citizens for Responsible Forest Management (CRFM)				X	Environmental Interest Group	Local
Coastal Watershed Council				X	Environmental Interest Group	Local
Ducks Unlimited, Inc. – Santa Cruz Chapter				X	Environmental Interest Group	Local
Earth First!				X	Environmental Interest Group	Local
Ecology Action		X		X	Environmental Interest Group	Local
Elkhorn Slough Foundation		X		X	Environmental Interest Group	Local
Environmental Council				X	Environmental Interest Group	Local
Extinction Rebellion		X		X	Environmental Interest Group	Local
Farm Without Harm				X	Environmental Interest Group	Local
Friends and Neighbors of the Elkhorn Slough (FANS)		X			Environmental Interest Group	Local
Friends of Arana Gulch				X	Environmental Interest Group	Local
Friends of Moss Landing Marine Laboratories		X		X	Environmental Interest Group	Local
Friends of Santa Cruz State Parks				X	Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Friends of Soquel Creek				X	Environmental Interest Group	Local
Friends of the North Coast				X	Environmental Interest Group	Local
Friends of the Sea Otter				X	Environmental Interest Group	Local
International Institute for Ecological Agriculture				X	Environmental Interest Group	Local
Island Conservation				X	Environmental Interest Group	Local
Keep the Green Belt Green				X	Environmental Interest Group	Local
Land Trust of Santa Cruz County				X	Environmental Interest Group	Local
Life Lab Science Program				X	Environmental Interest Group	Local
Lompico Watershed Conservancy				X	Environmental Interest Group	Local
Marine Mammal Center – Monterey Bay Operations				X	Environmental Interest Group	Local
Mission Springs Outdoor Education				X	Environmental Interest Group	Local
Monterey Bay Salmon and Trout Project				X	Environmental Interest Group	Local
Mountain Bikers of Santa Cruz				X	Environmental Interest Group	Local
Mountain Parks Foundation				X	Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
National Environmental Directory				X	Environmental Interest Group	Local
Natural Resources Conservation Service				X	Environmental Interest Group	Local
Ocean Conservancy				X	Environmental Interest Group	Local
O'Neill Sea Odyssey				X	Environmental Interest Group	Local
Open Space Alliance Santa Cruz				X	Environmental Interest Group	Local
Open Space Authority				X	Environmental Interest Group	Local
Outdoor Science Exploration and Classroom Science Fun				X	Environmental Interest Group	Local
Otter Project, Inc.				X	Environmental Interest Group	Local
Pelagic Shark Research Foundation				X	Environmental Interest Group	Local
Rails to Trails				X	Environmental Interest Group	Local
Rising Sun Energy Center				X	Environmental Interest Group	Local
San Andreas Land Conservancy				X	Environmental Interest Group	Local
San Lorenzo River Institute				X	Environmental Interest Group	Local
Santa Cruz Bird Club				X	Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Santa Cruz Climate Action Network				X	Environmental Interest Group	Local
Santa Cruz County Cycling Club				X	Environmental Interest Group	Local
Santa Cruz County Resource Conservation District				X	Environmental Interest Group	Local
Santa Cruz Greens				X	Environmental Interest Group	Local
Santa Cruz Hub for Sustainable Living				X	Environmental Interest Group	Local
Santa Cruz Mountains Bioregional Council				X	Environmental Interest Group	Local
Santa Cruz Recycling Project				X	Environmental Interest Group	Local
Save Our Shores				X	Environmental Interest Group	Local
Sempervirens Fund				X	Environmental Interest Group	Local
Seymour Marina Discovery Center				X	Environmental Interest Group	Local
Sunrise Movement		X		X	Environmental Interest Group	Local
Surfers Environmental Alliance				X	Environmental Interest Group	Local
Sustainable Conservation				X	Environmental Interest Group	Local
Sustainable Monterey County		X			Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
The Monterey Bay Conservancy				X	Environmental Interest Group	Local
Valley Women's Club of the San Lorenzo Valley				X	Environmental Interest Group	Local
Ventana Wilderness Alliance				X	Environmental Interest Group	Local
Watsonville Wetlands Watch				X	Environmental Interest Group	Local
Wild Farm Alliance				X	Environmental Interest Group	Local
Yes! Helping Outstanding Young Leaders				X	Environmental Interest Group	Local
Above the Line				X	Environmental Justice Advocacy Group	Local
Beach Area Working Group				X	Environmental Justice Advocacy Group	Local
California Grey Bears				X	Environmental Justice Advocacy Group	Local
Community Action Board of San Benito County			X		Environmental Justice Advocacy Group	Local
Community Action Board of Santa Cruz County, Inc.				X	Environmental Justice Advocacy Group	Local
Community Alliance with Family Farmers				X	Environmental Justice Advocacy Group	Local
Community Foundation of Santa Cruz County				X	Environmental Justice Advocacy Group	Local
Community Foodbank of San Benito County			X		Environmental Justice Advocacy Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Environmental Community Housing Organization Inc.				X	Environmental Justice Advocacy Group	Local
Homeless Task Force of San Benito County			X		Environmental Justice Advocacy Group	Local
Legal Aid Society of Santa Cruz County				X	Environmental Justice Advocacy Group	Local
Office of The Public Guardian				X	Environmental Justice Advocacy Group	Local
Regeneración				X	Environmental Justice Advocacy Group	Local
Salud Para La Gente, Inc.				X	Environmental Justice Advocacy Group	Local
Santa Cruz Action Network				X	Environmental Justice Advocacy Group	Local
Santa Cruz County Immigration Project				X	Environmental Justice Advocacy Group	Local
Second Harvest Food Bank				X	Environmental Justice Advocacy Group	Local
Si Se Puede				X	Environmental Justice Advocacy Group	Local
United Way of San Benito County			X		Environmental Justice Advocacy Group	Local
United Way of Santa Cruz County				X	Environmental Justice Advocacy Group	Local
Valley Churches United Missions				X	Environmental Justice Advocacy Group	Local
Bureau of Land Management	X		X		Federal Government Agency	Federal
California Environmental Protection Agency	X	X	X	X	Federal Government Agency	Federal

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Monterey Bay National Marine Sanctuary		X		X	Federal Government Agency	Federal
National Highway Traffic Safety Administration			X	X	Federal Government Agency	Federal
U.S. Army Corp of Engineers	X		X	X	Federal Government Agency	Federal
U.S. Congress			X	X	Federal Government Agency	Federal
U.S. Environmental Protection Agency	X	X	X	X	Federal Government Agency	Federal
U.S. EPA – Region IX	X		X		Federal Government Agency	Federal
U.S. Federal Highway Administration (FHWA)	X	X	X	X	Federal Government Agency	Federal
U.S. Federal Transit Administration (FTA)	X	X	X	X	Federal Government Agency	Federal
U.S. Fish & Wildlife Service	X		X		Federal Government Agency	Federal
U.S. National Park Service			X	X	Federal Government Agency	Federal
Santa Cruz County Veterans Center				X	Federal Government Agency – Local Branch	Local
Veterans Services Office Watsonville				X	Federal Government Agency – Local Branch	Local
Los Padres National Forest – Monterey		X			Federal Public Lands & Management Agencies	Federal
National Park Service – Pinnacles	X		X		Federal Public Lands & Management Agencies	Federal
Pinnacles National Park			X		Federal Public Lands & Management Agencies	Federal
U.S. Fish and Wildlife Service	X	X	X	X	Federal Public Lands & Management Agencies	Federal
California Dump Truck Owners Association		X			Freight Shippers	State Interest Group

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
California Trucking Association		X			Freight Shippers	State Interest Group
Central Coast Grower-Shippers Vegetable Association		X			Freight Shippers	Local
Grower-Shipper Association of Central California		X	X	X	Freight Shippers	Local
St. Paul & Pacific Railroad Co.				X	Freight Shippers	Local
Elkhorn Slough National Estuarine Research Reserve		X		X	Government Agencies & Non-Profits	Federal
League of California Cities		X	X		Government Interest Group	State Interest Group
League of Women Voters – Monterey Peninsula		X			Government Interest Group	National Interest Group – Local Chapter
League of Women Voters – Salinas Valley		X			Government Interest Group	National Interest Group – Local Chapter
League of Women Voters of Santa Cruz				X	Government Interest Group	National Interest Group – Local Chapter
California Mobilehome Residential Action Association				X	Homeowners Association	State Interest Group
Corralitos Valley Community Council				X	Homeowners Association	Local
La Selva Beach Improvement Ass				X	Homeowners Association	Local
Live Oak Neighbors				X	Homeowners Association	Local
Monterey Homeowners Association		X			Homeowners Association	Local
Oak Hills Homeowners Association		X			Homeowners Association	Local
Prunedale Neighbors Group		X			Homeowners Association	Local
Rio Del Mar Improvement Association				X	Homeowners Association	Local
Seacliff Improvement Association				X	Homeowners Association	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Big Sur Land Trust		X			Land Conservation/Development Interest Group	Local
Carmel Valley Association		X			Land Conservation/Development Interest Group	Local
Land Trust of Santa Cruz County				X	Land Conservation/Development Interest Group	Local
LandWatch Monterey County		X			Land Conservation/Development Interest Group	Local
Monterey County Land Trust		X			Land Conservation/Development Interest Group	Local
Open Space Alliance				X	Land Conservation/Development Interest Group	Local
San Benito County Land Trust			X		Land Conservation/Development Interest Group	Local
Save Soquel				X	Land Conservation/Development Interest Group	Local
Scotts Valley Citizens for Responsible Growth				X	Land Conservation/Development Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Sierra Club, Loma Prieta Chapter			X		Land Conservation/Development Interest Group	Local
Sierra Club, Ventana Chapter		X		X	Land Conservation/Development Interest Group	Local
City & County Elected Officials	X	X	X	X	Local Government Agency	Local
City & County Police Departments	X	X	X	X	Local Government Agency	Local
City & County Public Works Departments	X	X	X	X	Local Government Agency	Local
City of Capitola	X			X	Local Government Agency	Local
City of Carmel-By-the-Sea	X	X			Local Government Agency	Local
City of Del Rey Oaks	X	X			Local Government Agency	Local
City of Gonzales	X	X			Local Government Agency	Local
City of Greenfield	X	X			Local Government Agency	Local
City of Hollister	X		X		Local Government Agency	Local
City of King City	X	X			Local Government Agency	Local
City of Marina	X	X			Local Government Agency	Local
City of Monterey	X	X			Local Government Agency	Local
City of Pacific Grove	X	X			Local Government Agency	Local
City of Salinas	X	X			Local Government Agency	Local
City of San Juan Bautista	X		X		Local Government Agency	Local
City of Sand City	X	X			Local Government Agency	Local
City of Santa Cruz	X			X	Local Government Agency	Local
City of Scotts Valley	X			X	Local Government Agency	Local
City of Seaside	X	X			Local Government Agency	Local
City of Soledad	X	X			Local Government Agency	Local
City of Watsonville	X			X	Local Government Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
County Boards of Supervisors	X	X	X	X	Local Government Agency	Local
County of Monterey	X	X			Local Government Agency	Local
County of San Benito	X		X		Local Government Agency	Local
County of Santa Cruz	X			X	Local Government Agency	Local
County Operations of Emergency Services Departments (OES)		X	X	X	Local Government Agency	Local
County Sheriff Departments		X	X	X	Local Government Agency	Local
Local Area Formation Commission (LAFCO)		X	X	X	Local Government Agency	Local
Monterey County Water Resources		X			Local Government Agency	Local
Monterey Bay Air Resources District (MBARD)	X	X	X	X	Local Government Agency	Local
Monterey County Dept. of Social Services		X			Local Government Agency	Local
Monterey County Office of Education		X			Local Government Agency	Local
Monterey County Public Works		X			Local Government Agency	Local
Monterey Regional Parks		X			Local Government Agency	Local
North County Fire Protection District		X			Local Government Agency	Local
San Benito COG			X		Local Government Agency	Local
San Benito County Airport and Land Use Commission			X		Local Government Agency	Local
San Benito County Farm Bureau			X		Local Government Agency	Local
San Benito County Health and Human Services Agency – Public Health Services			X		Local Government Agency	Local
San Benito Local Transportation Authority			X		Local Government Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
San Francisco Bay Conservation & Development				X	Local Government Agency	Local
Santa Cruz County Conference & Visitors Council				X	Local Government Agency	Local
Santa Cruz County Health Services Agency				X	Local Government Agency	Local
Santa Cruz County HRA				X	Local Government Agency	Local
Santa Cruz County Immigration Project				X	Local Government Agency	Local
Santa Cruz County Resource Conservation District				X	Local Government Agency	Local
San Juan Bautista Chamber of Commerce			X		Local Government Agency	Local
Santa Cruz METRO				X	Local Government Transportation Agency	Local
Monterey-Salinas Transit (MST)		X			Local Government Transportation Agency	Local
Sunnyslope County Water District			X		Local Government Agency	Local
Alianza Metropolitan News				X	Media	Local
Benitolink			X		Media	Local
Charter Communications		X	X		Media	Local
Community Television		X		X	Media	Local
El Andar				X	Media	Local
El Sol		X			Media	Local
Growing Up in Santa Cruz				X	Media	Local
KAZA				X	Media	Local
KAZU				X	Media	Local
KAZU 90.3 FM—NPR (Pacific Grove)		X			Media	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
KAZU-FM		X			Media	Local
KBAY/KEEN		X			Media	Local
KCBA TV/Fox 35		X	X	X	Media	Local
KCDU Radio				X	Media	Local
KFRC		X			Media	Local
KICU				X	Media	Local
KIDD				X	Media	Local
KKMC				X	Media	Local
KLEL FM				X	Media	Local
KLVM				X	Media	Local
KMST—Monterey County Office of Education		X			Media	Local
KMUV—Telemundo (North County)		X			Media	Local
KNRY				X	Media	Local
KOTR 11 (My Monterey)		X			Media	Local
KRAY				X	Media	Local
KRXA		X			Media	Local
KSBW		X	X	X	Media	Local
KSCO				X	Media	Local
KSCO 1080 AM—News/Talk		X			Media	Local
KSMS		X			Media	Local
KSOL				X	Media	Local
KWAV Magic 63		X		X	Media	Local
KZSC				X	Media	Local
Los Gatos Weekly-Times Saratoga News				X	Media	Local
Marina Gazette		X			Media	Local
Mid-County Post				X	Media	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Monterey County Weekly		X			Media – Newspaper	Local
Mountain Network News				X	Media	Local
Railway Track & Structures Magazine		X		X	Media	Local
Santa Cruz Local				X	Media	
Lookout Santa Cruz				X	Media	
Register Pajaronian		X		X	Media	Local
San Jose Mercury News		X	X	X	Media	Local
Scotts Valley Banner/Valley Press				X	Media	Local
Small Business Monthly				X	Media	Local
The Mid County Post				X	Media	Local
The Ventana				X	Media	Local
Times Publishing Group, Inc.				X	Media	Local
Aptos Life				X	Media – Newspaper	Local
Bay City News Service				X	Media – Newspaper	Local
Cabrillo College Voice				X	Media – Newspaper	Local
City On A Hill				X	Media – Newspaper	Local
Good Times				X	Media – Newspaper	Local
Hollister Free Lance			X		Media – Newspaper	Local
Santa Cruz Patch				X	Media – Newspaper	Local
Santa Cruz Sentinel				X	Media – Newspaper	Local
San Lorenzo Valley Post				X	Media – Newspaper	
South County Newspapers, LLC		X			Media – Newspaper	Local
Ford Hunter Liggett Newsletter		X			Media – Newspaper	Local
The Carmel Pine Cone		X			Media – Newspaper	Local
The Monterey County Herald		X			Media – Newspaper	Local
The Greenfield News		X			Media – Newspaper	Local
The King City Rustler		X			Media – Newspaper	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
The Monterey County Herald		X			Media – Newspaper	Local
The Salinas Californian		X			Media – Newspaper	Local
The Soledad Bee		X			Media – Newspaper	Local
The Watsonville Register Pajaronian		X			Media – Newspaper	Local
Transportation Think Tank Bulletin Board				X	Media – Newspaper	Local
ClearChannel Radio		X			Media – Radio	Local
KCBS Radio				X	Media – Radio	Local
KCDU-FM/101.7 The Beach		X			Media – Radio	Local
KDON FM		X	X	X	Media – Radio	Local
KEXA 93.9 FM—Blend – Spanish		X			Media – Radio	Local
KGO Radio				X	Media – Radio	Local
KHDC 90.9 FM—News/Talk – Spanish		X			Media – Radio	Local
KHDC-FM		X			Media – Radio	Local
KHIP-FM		X			Media – Radio	Local
KIDD-AM		X			Media – Radio	Local
KKMC-AM		X			Media – Radio	Local
KLOK 99.5 FM – Spanish		X			Media – Radio	Local
KLOK-FM		X			Media – Radio	Local
KMBX 700 AM – Spanish		X			Media – Radio	Local
KMJV 106.3 FM – Spanish		X			Media – Radio	Local
KMPG-AM			X		Media – Radio	Local
KNBR Radio				X	Media – Radio	Local
KNRY 1240 AM—News/Talk		X			Media – Radio	Local
KNRY-AM		X			Media – Radio	Local
KOCN Radio		X		X	Media – Radio	Local
KPIG – FM				X	Media – Radio	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
KPRC 100.7 & 100.9 FM – Spanish		X			Media – Radio	Local
KRAY 103.5 FM—Regional Mexican Hits – Spanish		X			Media – Radio	Local
KRKC – AM/FM		X			Media – Radio	Local
KRML- AM		X		X	Media – Radio	Local
KSEA-FM 107.9 FM – Spanish		X			Media – Radio	Local
KSES 107.1 FM – Spanish		X			Media – Radio	Local
KSES Radio				X	Media – Radio	Local
KSQD 90.7 FM				X	Media – Radio	Local
KTGE 1570 AM—Oldies – Spanish		X			Media – Radio	Local
KTOM FM/AM		X		X	Media – Radio	Local
KUFX FM				X	Media – Radio	Local
KUSP 88.9 FM—NPR (Santa Cruz): King City 91.7, Big Sur Coast: 105.9		X			Media – Radio	Local
KUSP FM				X	Media – Radio	Local
KWAV-FM		X			Media – Radio	Local
KYAA-AM		X			Media – Radio	Local
KYZZ Jammin 97.9 FM				X	Media – Radio	Local
La Preciosa 92.3 Radio		X		X	Media – Radio	Local
Wolfhouse Radio Group Inc. – Spanish		X			Media – Radio	Local
AT&T CABLE - TV		X	X		Media – Television	Local
Comcast Cable		X	X	X	Media – Television	Local
KCBA/KION-TV		X	X		Media – Television	Local
KCBA—FOX		X	X		Media – Television	Local
KCU 15 – Telemundo—Spanish Television		X	X		Media – Television	Local
KION TV		X	X	X	Media – Television	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
KION—CBS		X	X		Media – Television	Local
KSBW—NBC		X	X	X	Media – Television	Local
KSBW-TV		X	X	X	Media – Television	Local
KSMS-TV (Channel 67) Univision		X	X		Media – Television	Local
KSTS TV 48 Telemundo		X	X	X	Media – Television	Local
KVTU				X	Media – Television	
Monterey County Channel (Comcast Channel 28)		X			Media – Television	Local
Community Media Access Partnership				X	Media – Television	Local
County of Santa Clara					Other Adjacent Government Agency	Local
City of San Jose					Other Adjacent Government Agency	Local
Metropolitan Transportation Commission (MTC)				X	Other Adjacent Government Agency – Transportation	Local
Santa Clara Valley Transportation Authority			X	X	Other Adjacent Government Agency – Transportation	Local
Action Pajaro Valley		X		X	Other Interested Party	Local
Ag Against Hunger		X	X	X	Other Interested Party	Local
Apex Strategies			X	X	Other Interested Party	Local
Brown Berets		X		X	Other Interested Party	Local
Building Healthy Communities		X			Other Interested Party	Local
California Alliance for Jobs		X			Other Interested Party	Local
Capitola/Soquel Community Activities				X	Other Interested Party	Local
Center for Community Advocacy		X			Other Interested Party	Local
Central Coast Agricultural Task Force		X			Other Interested Party	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
CirclePoint			X	X	Other Interested Party	Local
City Managers Association		X			Other Interested Party	Local
Community Foundation for Monterey County		X			Other Interested Party	Local
Community Foundation of San Benito County			X		Other Interested Party	Local
Community Hospital (MONTAGE)		X			Other Interested Party	Local
Community Improvement Systems Planning Association (CHISPA)		X			Other Interested Party	Local
Convention and Visitors Bureau		X		X	Other Interested Party	Local
Friends of the San Benito County Free Library			X		Other Interested Party	Local
Friends of the Santa Cruz Public Library				X	Other Interested Party	Local
Gavilan College			X		Other Interested Party	Local
Granite Rock		X	X	X	Other Interested Party	Local
Hatch Mott MacDonald				X	Other Interested Party	Local
Hollister Downtown Association			X		Other Interested Party	Local
Hollister Elks Lodge			X		Other Interested Party	Local
Hollister Rotary Club			X		Other Interested Party	Local
Hazel Hawkins Hospital Foundation			X		Other Interested Party	Local
Leadership San Benito County			X		Other Interested Party	Local
League of United Latin American Citizens		X	X		Other Interested Party	National Interest Group – Local Chapter
L + G Attorneys		X	X	X	Other Interested Party	Local
Migrant Education Region XI, Monterey County Office of Education		X			Other Interested Party	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Monterey Bay Aquarium		X			Other Interested Party	Local
Monterey Bay Community Power		X	X	X	Other Interested Party	Local
Monterey Bay Central Labor Council		X		X	Other Interested Party	Local
Monterey County Hospitality Association		X			Other Interested Party	Local
Old Mission San Juan Bautista			X		Other Interested Party	Local
Old Monterey Business Association		X			Other Interested Party	Local
Old Town Salinas Association		X			Other Interested Party	Local
Old Town Salinas Group		X			Other Interested Party	Local
Pebble Beach Company		X			Other Interested Party	Local
Prunedale Mothers Association		X			Other Interested Party	Local
Salinas Valley Medical		X			Other Interested Party	Local
San Benito County Child Care Association			X		Other Interested Party	Local
San Juan Oaks Golf Club			X		Other Interested Party	Local
Santa Clara County Office of Education – Migrant Education			X		Other Interested Party	Local
Santa Cruz Beach Boardwalk				X	Other Interested Party	Local
Santa Cruz County Conference				X	Other Interested Party	Local
Santa Cruz Host Lions Club				X	Other Interested Party	Local
Santa Cruz Museum of Natural History				X	Other Interested Party	Local
Santa Cruz Seaside Company				X	Other Interested Party	Local
Sierra Club		X		X	Other Interested Party	National Interest Group - Local Chapter
Soroptimist International Capitola-By-The-Sea				X	Other Interested Party	Local
South County Outreach (SCORE)		X			Other Interested Party	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Steinbeck Center		X			Other Interested Party	Local
Together in Pajaro		X			Other Interested Party	Local
Toro Park		X			Other Interested Party	Local
UCMBEST		X			Other Interested Party	Local
Valley Women's Club of the San Lorenzo Valley				X	Other Interested Party	Local
Watsonville Community Hospital				X	Other Interested Party	Local
Watsonville Women's Club				X	Other Interested Party	Local
WomenCARE				X	Other Interested Party	Local
YMCA of San Benito County			X		Other Interested Party	Local
Association of Watsonville Area				X	Planned Growth Agency	
Fort Ord Reuse Authority		X			Planned Growth Agency	Local
Taxi Companies & Airport Shuttles		X	X		Private Transportation	
MST RIDES Advisory		X			Public Transit Interest Group	Local
Amalgamated Transit Union Local 1225		X			Public Transportation Union	
SEIU - Transit Drivers		X			Public Transportation Union	Local
SEIU, PSA CHAPTER		X			Public Transportation Union	
Teamsters Local 890 –Transit Drivers			X		Public Transportation Union	Local
California State Senate	X	X	X	X	State Government Agency	State
California Air Resources Board	X	X	X	X	State Government Agency	State
California Coastal Commission	X	X	X	X	State Government Agency	State
California Department of Fish and Wildlife	X	X	X	X	State Government Agency	State
California Department of Housing & Community Development (HCD)	X				State Government Agency	State
California Department of Parks and Recreation		X	X	X	State Government Agency	State

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
California Department of Resources Recycling and Recovery			X	X	State Government Agency	State
California Dept. Conservation State Mining & Geology Board		X	X	X	State Government Agency	State
California Energy Commission	X	X	X	X	State Government Agency	State
California Highway Patrol	X	X	X	X	State Government Agency	State
California Integrated Waste Management Board	X	X	X	X	State Government Agency	State
California Office of Planning and Research	X	X	X	X	State Government Agency	State
California Regional Environmental Education Community (CREEC)				X	State Government Agency	Local
California Resources Agency	X	X	X	X	State Government Agency	State
California Rural Legal Assistance (CRLA)				X	State Government Agency	Local
California State Assembly	X	X	X	X	State Government Agency	State
California State Transportation Agency	X	X	X	X	State Government Agency	State
California Transportation Commission	X	X	X	X	State Government Agency	State
Caltrans	X	X	X	X	State Government Agency	State
Caltrans - District 4			X		Other Adjacent Government Agency - Transportation	State
Caltrans - District 5	X	X	X	X	State Government Agency	State
Caltrans - District 6					Other Adjacent Government Agency - Transportation	State
Career Works				X	State Government Agency	
Central Coast Regional Water Quality Control Board	X	X	X	X	State Government Agency	Local/State

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Coastal Commission	X	X		X	State Government Agency	State
Employment Development Department		X	X	X	State Government Agency	State
Office of Senator John Laird		X		X	State Government Agency	Local
Office of Senator Anna Caballero		X	X		State Government Agency	Local
Office of Assemblymember Gail Pellerin		X		X	State Government Agency	Local
Office of Assemblymember Robert Rivas			X	X	State Government Agency	Local
Office of Assemblymember Dawn Addis				X	State Government Agency	Local
Office of Congresswoman Zoe Lofgren			X		State Government Agency	Local
Office of Congressman Jimmy Panetta			X	X	State Government Agency	Local
Ranger District - State Parks	X				State Government Agency	State
State of California	X	X	X	X	State Government Agency	State
State Water Resources Control Board			X	X	State Government Agency	State
Bicycle & Pedestrian Committees	X	X	X	X	Technical Advisory Committees	Local
Elderly & Disabled Technical Advisory Committee	X	X	X	X	Technical Advisory Committees	Local
METRO Advisory Committee (MAC)				X	Technical Advisory Committees	Local
TAMC Technical Advisory Committee		X			Technical Advisory Committees	Local
Advanced Transit Association				X	Transportation Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Bike Santa Cruz County				X	Transportation Interest Group	Local
CalVans				X	Transportation Interest Group	Local
Campaign for Sustainable Transportation (CFST)				X	Transportation Interest Group	Local
Carpooltoschool.com				X	Transportation Interest Group	Local
Coastal Rail Santa Cruz				X	Transportation Interest Group	Local
Coast Connect				X	Transportation Interest Group	Local
Community Traffic Safety Coalition				X	Transportation Interest Group	Local
Enterprise Rideshare				X	Transportation Interest Group	Local
First Transit Services, Inc.				X	Transportation Interest Group	Local
FORT (Friends of the Rail and Trail)				X	Transportation Interest Group	Local
Highway 68 Coalition		X			Transportation Interest Group	Local
Measure D Taxpayer Oversight Committee				X	Transportation Interest Group	Local
Measure G Citizens Oversight Committee			X		Transportation Interest Group	Local
Measure X Citizens Oversight Committee		X			Transportation Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Monterey Bay Electric Vehicle Alliance		X	X	X	Transportation Interest Group	Local
Santa Cruz Hub for Sustainable Living				X	Transportation Interest Group	Local
Santa Cruz PRT				X	Transportation Interest Group	Local
Big Trees Railroad				X	Transportation Provider	Local
Community Bridges (CTSA)				X	Transportation Provider	Local
Courtesy Cab				X	Transportation Provider	Local
Del Mar Caregiver Resource Center				X	Transportation Provider	Local
First Transit Services, Inc.				X	Transportation Provider	Local
Lift Line				X	Transportation Provider	Local
Bureau of Indian Affairs – Regional Office	X				Tribal Government Agency	Federal
Costanoan Ohlone	X		X		Tribal Government Agency	Local
Ohlone /Costanoan Esselen	X	X			Tribal Government Agency	Local
Pajaro Valley Olone Indian Council				X	Tribal Government Agency	Local
Arana Gulch Watershed Alliance (AGWA)				X	Water Interest Group	Local
Coastal Watershed Council				X	Water Interest Group	Local
Friends of Locally Owned Water (FLOW)				X	Water Interest Group	Local
Lompico Watershed Conservancy				X	Water Interest Group	Local
Scotts Creek Watershed Council				X	Water Interest Group	Local
Surfrider Foundation		X		X	Water Interest Group	National

Appendix E: Federal and State Regulations Concerning Interested Parties, Public Involvement, and Consultation

AMBAG and our partner agencies are required to satisfy statutory and regulatory guidelines in the structuring and implementation of its planning efforts. Federal and State legislation, as well as local preference and practice, are combined to shape the statutory environment that this 2019 Public Participation Plan must satisfy. The *2019 Public Participation Plan* has been created to comply with the following federal and state statutory requirements.

Federal Legislation

Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act of 2021 (IIJA/BIA)

In 2021, President Biden signed a new infrastructure bill into law. The bipartisan Infrastructure Investment and Jobs Act will invest \$110 billion of new funds for roads, bridges, and major projects, and reauthorize the surface transportation program for the next five years building on bipartisan surface transportation reauthorization bills. Building upon the FAST Act, IIJA/BIA continues public participation and consultation along with adding a new requirement of affordable housing organizations as an interested party.

Fixing America's Surface Transportation Act (FAST Act)

In 2015, President Obama signed into law a new transportation authorization, entitled Fixing America's Transportation Act. In accordance with 23 CFR 450.316, a metropolitan planning organization (MPO) is required to engage in a metropolitan planning process that creates opportunities for public involvement, participation, and consultation throughout the development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). Under this requirement, MPOs must allow for:

- Adequate public notice of public participation activities;
- Review and comment at key decision points in the development of the MTP and TIP; and
- Multiple, accessible participation formats, including electronic and in-person.

The MPO should develop a collaborative and comprehensive Public Participation Plan, in full collaboration with the public and stakeholder communities, to be used in the development of the MTP and TIP, as well as to frame the strategies for public and stakeholder communication and collaboration in all phases of the planning process. The Participation Plan itself must be prepared by the MPO with a 45-day public review and comment period. Similarly, states are required to have a documented public participation process.

Moving Ahead for Progress in the 21st Century (MAP-21)

In 2012, President Obama signed into law a new two year transportation authorization, entitled Moving Ahead for Progress in the 21st Century (MAP-21) and is the first long-term highway authorization enacted since 2005. MAP-21 helps create a streamlined, performance-based and

multimodal program to address the challenges facing the U.S. transportation system today. MAP-21 was also created to emphasize the need for more public involvement in regional transportation decision making. This federal law requires all Metropolitan Planning Organizations (MPO) such as AMBAG to “provide citizens, affected public agencies, representatives of public transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment” on all transportation-related projects and plans within the Monterey Bay region. MAP-21 also requires AMBAG to coordinate transportation plans with the regional growth forecast, travel demand model and other related planning activities when developing and updating major planning documents such as our MTP/SCS and MTIP for the region.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

The public participation requirements of SAFETEA-LU, as defined in the *Final Rule for Metropolitan Transportation Planning* and adopted in 2005, has been used to shape the metropolitan transportation planning process. The elements required by SAFETEA-LU include that:

- The participation plan must be developed in consultation with interested parties
- The participation plan must include procedures for employing visualization techniques
- The participation plan must be available and accessible to the public, including in electronically accessible formats

Overall, Title 23 CFR §450.316 (a) specifies that “the MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.”

Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987.

Title VI of the Civil Rights Act of 1964 prevents government agencies receiving federal funding from discriminating on the basis of race, color, national origin or disability. The Civil Rights Restoration Act of 1987 extended Title VI’s applicability to all programs sponsored by federally-aided agencies, regardless of the program’s specific funding sources.

The concept of environmental justice emerged from these two regulations, and is founded on the principles of:

- Mitigating disproportionately high and adverse health or environmental effects on minority or low income populations

- Ensuring that all affected communities have the ability to participate fully in transportation decision making processes
- Preventing the denial, reduction or delay of receiving benefits by minority and low income populations

Executive Order 12372 - Intergovernmental Review of Federal Programs

Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations

Adopted in 2011, Executive Order 12898 provides for the intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. This order also requires every agency to incorporate environmental justice goals as part of its mission by addressing and identifying the disproportionately high and adverse human health or environmental effects of the agency's programs and policies on disadvantaged communities.

Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency

Executive Order 13166 requires agencies to identify and develop services to provide those with Limited English Proficiency (LEP) access to federally conducted and funded programs.

Executive Order 13175 - Consultation and Coordination with Indian Tribal Governments

Executive Order 13175 requires agencies to consult and coordinate with local Indian Tribal governments. In the Monterey Bay Area there are no federally recognized tribes, however, staff does notify and consult the local Esselen and Ohlone/Costanoan tribal governments.

Clean Air Act & the Air Quality Implementation Plan (Title 40 CFR § 93.105)

As amended by the Clean Air Act, Title 40 CFR § 93.105 defines the procedures for interagency consultation, resolution of conflicts and public consultation. This includes establishing a proactive public involvement process, which is outlined in this plan.

Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, & the Age Discrimination Act of 1975

The Americans with Disabilities Act of 1990 amended Title 42 regarding public health and welfare, to ensure the protection of civil rights regarding discrimination based on disability. The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability for any programs conducted by or receiving federal funding. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age for any program conducted by or receiving federal funding.

FTA Circular 4703.1 – Environmental Justice Policy Guidance for FTA Recipients

Adopted in 2012, the purpose of this circular is to provide guidance to the recipients of FTA financial assistance in order to incorporate environmental justice principles into plans, projects, and activities that receive funding from FTA. The following guiding environmental justice principles must be considered through “all public outreach and participation efforts conducted by the FTA, its grantees and sub-grantees”:

- (1) To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low income populations.
- (2) To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- (3) To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

Title 23: 450.316 from *Federal Register Vol. 72 No. 30*

Title 23: Highways; Part 450—Planning Assistance and Standards, 450.316 Interested parties, participation, and consultation.

(a) The Metropolitan Planning Organization (MPO) shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP) and the Metropolitan Transportation Improvement Program (MTIP);

- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe the MTP and MTIP;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means online
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the MTP and MTIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final MTP or MTIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning

process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
- (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- (3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

FHWA/FTA has also provided frequently asked questions and answers on public involvement in transportation decision making in regards to Title 23 CFR 450 on their website:

http://www.fhwa.dot.gov/planning/public_involvement/archive/q_and_a/index.cfm

State Legislation

Government Code 11135

Government Code 11135, subdivision (a) states that “no person in the State of California shall, on the basis of race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability, be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination under, any program or activity that is conducted, operated, or administered by the state or by any state agency that is funded directly by the state, or receives any financial assistance from the state.” The purpose of this code is to provide all citizens protection from discrimination from any program or activity that is either conducted, funded directly by, or receives any financial assistance from the state.

Government Code 65080 & SB 375

In 2008, SB 375 was passed by the state legislature, amending Government Code 65080 to include specific language for public participation activities required by MPOs as they develop their Sustainable Communities Strategy (SCS) for the long range Metropolitan Transportation Plan (MTP). Specifically, the contents of this plan are guided by the *2010 California Regional*

Transportation Plan Guidelines produced by the California Transportation Commission. These activities, outlined further in chapter 5, includes holding additional meetings and workshops, extensive consultation and coordination, updating the public participation plan, as this document does, and providing a process for members of the public to receive updates and information regarding the development of the SCS. The specific language can be found in the California Government Code section 65080 (b) (2) (E).

California Environmental Quality Act (CEQA)

The California Environmental Quality Act (CEQA) (CPRC § 21000 et seq) requires transportation plans and programs developed by AMBAG and the RTPAs to undergo an extensive environmental review process.

The MTP and RTPs require approval by governing bodies, and as such, AMBAG and our partner RTPAs must prepare an Environmental Impact Report (EIR) that evaluates the significant environmental impacts of the proposed projects and determine ways to mitigate the impacts to below significance. In addition, specific projects may undergo individual EIR processes depending on their scope or inclusion in the long range transportation plan EIR.

The preparation of an EIR requires extensive consultation between our partner agencies and provides for a 45-day public review period.

Ralph M. Brown Act

The Brown Act (California Government Code § 54950-54963) regulates meetings of local public agencies. The Brown Act also applies to any committee or subsidiary body of a local agency, whether permanent or temporary, decision making or advisory, created by local agency governing boards. The Brown Act sets minimum standards for open meetings relative to notice posting, agenda distribution, access, location of meeting, and public input. The Brown Act requires agendas for regular meetings to allow members of the public to address the agency on any item of interest to the public within the purview of the particular agency. To give sufficient time for all interested parties to present their opinions, each agency may limit the amount of time per person for such public testimony.

California Public Records Act

Adopted in 1968, the California Public Records Act requires disclosure of records to the public upon request, unless otherwise exempt. Certain public records or portions of records may be exempt including personnel or medical files for employees and records pertaining to pending litigation. Agencies served public records requests are subject to respond to requests within 10 days. Note, the 10-day period mentioned is not a deadline for producing records.

Assembly Bill 52- Native Americans: California Environmental Quality Act

Enacted in 2012, AB 52 amended CEQA to create a separate category for cultural resources and established a notification and consultation process with affected Tribes. By requiring consideration of tribal cultural resources early in the CEQA process, the legislature intended to

ensure that local and tribal governments, public agencies, and project proponents would have information available in the project planning process to address potential adverse impacts.

To determine whether a project may have such an effect, the Public Resources Code requires a lead agency to consult with any California Native American tribe that requests consultation and is traditionally and culturally affiliated with the geographic area of a proposed project. That consultation must take place prior to the release of a negative declaration, mitigated negative declaration, or environmental impact report for a project. Pub. Res. Code § 21080.3.1.

If a lead agency determines that a project may cause a substantial adverse change to tribal cultural resources, the lead agency must consider measures to mitigate that impact. Pub. Res. Code § 20184.3 (b)(2) provides examples of mitigation measures that lead agencies may consider to avoid or minimize impacts to tribal cultural resources.

Sources for Full Text of Regulations on the web:

- **Code of Federal Regulations (CFR):** <http://www.gpoaccess.gov/cfr/>
- **United States Code (USC):** <http://www.gpoaccess.gov/uscode/index.html>
- **Executive Orders:** <http://www.archives.gov/federal-register/executive-orders/>
- **California Government Code & Public Resources Code:**
<http://www.leginfo.ca.gov/calaw.html>
- **California Code of Regulations:**
<http://government.westlaw.com/linkedslice/default.asp?Action=TOC&RS=GVT1.0&VR=2.0&SP=CCR-1000>

Appendix F: Best Practices Guide of Public Participation Strategies

Below are links to recent studies or documents that highlight best public engagement and outreach practices nationwide, as well as federal guidelines for public participation strategies. These links may be used as references for our partner agencies, local jurisdictions and interested parties to receive background information on success stories and innovative outreach strategies other public agencies have accomplished over the past few years.

1. Caltrans Standard Environmental Reference (SER) Vol 1: Guidance for Compliance, Chapter 3- Public Participation

<https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/volume-1-guidance-for-compliance/ch-3-public-participation>

2. FHWA/FTA's Public Involvement Techniques for Transportation Decision Making Report

https://www.fhwa.dot.gov/planning/public_involvement/publications/pi_techniques/fhwahep15044.pdf

3. Institute for Local Government: Public Engagement Case Stories

<http://www.ca-ilg.org/public-engagement-case-stories>

4. U.S. DOT's Transit at the Table II: A Guide to Participation in Metropolitan Transportation Decision Making for Transit Agencies in Small and Medium-Sized Metropolitan Areas

<http://www.planning.dot.gov/documents/TransPlanning/TransTableII.pdf>

5. U.S. DOT's Transportation Planning Capacity Building: Public Involvement Techniques

https://www.planning.dot.gov/planning/topic_PI.aspx

6. 2017 RTP Guidelines for MPOs section on Public Participation

<https://catc.ca.gov/-/media/ctc-media/documents/rtp-2017-guidelines-mpos-011817-a11y.pdf>

7. U.S. DOT's Promising Practices for Meaningful Public Involvement in Transportation Decision-Making

<https://www.transportation.gov/sites/dot.gov/files/2022-10/Promising%20Practices%20for%20Meaningful%20Public%20Involvement%20in%20Transportation%20Decision-making.pdf>

8. U.S. DOT's Transportation Planning Capacity Building: Public Involvement Techniques

https://www.planning.dot.gov/planning/topic_PI.aspx

Appendix G: 2050 MTP/SCS Public Involvement Plan

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I. Introduction

Development of the 2050 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) is a multi-year effort that begins in 2023. A comprehensive Public Involvement Plan (PIP) to support the 2050 MTP/SCS is a key part of the process. The purpose of this PIP is two-fold: (1) to support the development of the 2050 MTP/SCS by providing every available opportunity for the general public, partner agencies, and stakeholders to provide feedback; and (2) to further improve transportation decision making in the region by reaching out to underserved communities within the Monterey Bay region more effectively.

A critical component in preparing the 2050 MTP/SCS is to provide guidance in the structuring of regional transportation planning processes to ensure that, to the greatest extent possible, interagency consultation and public participation were an integral and continuing part of the regional transportation decision making process. The participation policies and procedures described in this PIP are structured to enable all participants the ability to express their genuine regional values and interests in the shaping and implementation of regional policies and decisions regarding the transportation system.

SB 375 requires AMBAG to adopt a Public Involvement Plan (PIP) for the development of the SCS and must include the following public involvement activities¹ and techniques:

1. Outreach efforts to encourage the active participation of a broad range of stakeholder groups in the planning process, consistent with AMBAG's Draft 2023 Public Participation Plan, including, but not limited to, affordable housing advocates, transportation advocates, neighborhood and community groups, environmental advocates, transportation disadvantaged representatives, home builder representatives, broad-based business organizations, landowners, commercial property interests, and homeowner associations.
2. Consultation with congestion management agencies, transportation agencies, and transportation commissions.
3. Workshops throughout the Monterey Bay region to provide the public with the information and tools necessary to provide a clear understanding of the issues and policy choices. At least one workshop shall be held in each county in the region. Each workshop, to the extent practicable, shall include urban simulation computer modeling to create visual representations of the SCS and the alternative planning strategy.
4. Preparation and circulation of a Draft SCS and an alternative planning strategy, if one is prepared, not less than 55 days before adoption of a final regional transportation plan.
5. At least three public hearings on the Draft 2050 MTP/SCS and alternative planning strategy, if one is prepared. To the maximum extent feasible, the hearings shall be in

¹ Government Code Section 65080(b)(2)(B)(iii)

different parts of the region and/or virtual to maximize the opportunity for participation by members of the public throughout the Monterey Bay region.

6. A process for enabling members of the public to provide a single request to receive notices, information, and updates.

The public participation policies and procedures described in this PIP are structured to comply with all applicable federal and state legislation, rules, and express the genuine regional value and interest for all residents of the Monterey Bay region to participate in the shaping and implementation of the 2050 MTP/SCS. In pursuing its mission, “AMBAG provides strategic leadership and services to collaboratively analyze, plan and implement regional policies for the benefit of the Counties and Cities of the Monterey Bay region balancing local control with regional collaboration.” AMBAG strives to inform and involve its local jurisdictions and all members of the general public throughout its 2050 MTP/SCS development process.

II. Goals and Objectives

AMBAG and partner agencies in the Monterey Bay region seek the participation of a diverse set of communities with an interest in regional planning efforts, including low income households, minority populations, Limited English Proficiency (LEP) populations, persons with disabilities, representatives from community and service organizations, tribal organizations, and other public agencies.

A. Public Participation Plan

The 2023 Public Participation Plan's identifies a more in-depth overview of AMBAG's public involvement process, which includes eight guiding principles. These principles provide the framework for this PIP, which are as follows:

1. Prioritize public engagement methods that increase equitable participation and distribution of resources in all outreach efforts, projects, and programs.
2. Value public participation and promoting broad based involvement by members of the community
3. Provide varied opportunities for public review and input
4. Treat all members of the public fairly, and respect and consider all public input as an important component of the planning and implementation process
5. Promote a culture of dialogue and partnership among residents, property owners, the business community, organizations, other interested members of the public, and public officials
6. Involve underserved communities and community groups, as well as other organizations
7. Encourage active public participation throughout the entire process
8. Provide communications and agency reports that are clear, timely and broadly distributed

AMBAG has established a set of activities and goals to achieve each of our eight guiding principles by creating a framework and action plan for each outreach goal. These goals are agency wide and can also be utilized and implemented in all major plans and projects within the Monterey Bay region, such as the 2050 MTP/SCS. The activities and goals include:

Equity

Goal: Prioritize public engagement methods that **increase equitable participation and distribution of resources** in all outreach efforts, projects, and programs.

Activity: Engage impacted and historically underserved communities early and often. Inclusive engagement, policies and practices must be considered to eliminate systematic barriers. In the AMBAG region, collaborative decision-making processes, such as citizen advisory committees and focus groups, can be established to ensure diverse representation and involvement are achieved. The public participation plan ensures that community concerns and engagement can guide the identification of programs, policies, and activities, and ensure that actions taken will not result in disproportionately high and adverse human health or environmental effects on underserved populations. Other methods include organizing community workshops and public hearings in the communities with low engagement, utilizing digital platforms, online surveys, and social media campaigns. Additionally, AMBAG, partners and other local decision-makers should incorporate cultural sensitivity into public outreach efforts. This includes recognizing and respecting cultural norms, values, and practices of diverse communities, and adapting engagement methods accordingly.

Broad Based Involvement

Goal: Value public participation and promote **broad based involvement** by members of the community.

Activity: In addition to having a list of stakeholders and working collaboratively with our partner agencies, AMBAG will also interact and outreach to community groups within the Monterey Bay Region, as input from a variety of perspectives helps to enhance the process and results. AMBAG structures its major planning initiatives and funding decisions to provide for meaningful opportunities to help shape outcomes. For example, because AMBAG's 2050 MTP/SCS is the blueprint for both new policies and investments for the Monterey Bay Region, updating and developing the MTP/SCS is one of the best projects for interested persons to get involved.

Opportunity

Goal: Provide varied **opportunities for public review and input.**

Activity: AMBAG will engage with partner agencies, committees, working groups, and the public to obtain comments and suggestions during the development of future updates to the MTP/SCS and MTIP. When the drafts of our major plans, programs, and documents are released, the public review period for each document varies from 30-55 days. AMBAG will announce these public review periods through various media outlets, thereby providing as many opportunities as possible for the public to read and provide comments on the drafts of our major documents to be implemented in the future. Below is a list of potential ways that AMBAG will make this information available to the public:

- Websites
- News Releases
- Articles
- Press Conferences
- Radio and Television
- Newsletters, Brochures and eNews
- Agency Reports
- Posters and Inserts
- Advertising
- Online Social Media Networks
- Mapping

Environmental Justice

Goal: Treat all members of the public fairly, and **respect and consider all citizen input** as an important component of the planning and implementation process.

Activity: AMBAG plans to actively reach out to the traditionally underserved and underrepresented communities within the Monterey Bay Region and enhance efforts to involve rural communities in all major transportation planning processes. AMBAG will undertake specific strategies to involve all members of the general public in AMBAG’s regional transportation planning and investment decisions. AMBAG’s 2021 Title VI Plan delves into these strategies in the Limited English Proficiency (LEP) Plan found in Appendix E of the Title VI Plan, which outlines how we plan to outreach to underserved and underrepresented groups. One size does not fit all as input from diverse perspectives enhances the process.

Engagement

Goal: Promote a **culture of dialogue and partnership** among residents, property owners, the business community, organizations, other interested individuals, and public officials.

Activity: Early engagement is best. Create support materials that are easy to understand and visually engaging in both print and electronic format and make them accessible at meetings and on AMBAG’s website². Plan workshops and/or public hearings at convenient venues and times across the region and/or provide virtual participation if feasible; and ensure such events are fully accessible to the general public, including low income, minority, and rural communities, disabled and Limited English Proficiency (LEP) populations.

² AMBAG website: <http://www.ambag.org/>

Involvement of Underserved Communities

Goal: Involve underserved communities and local community groups, as well as other organizations.

Activity: Reach out to local community groups and smaller/rural communities that feel like they don't have a voice and involve them in the public participation process as much as possible. An open and transparent public participation process will help empower affected low income communities and communities of color to participate in the decision making process. Engaging interested persons in regional transportation issues is challenging, yet possible, by making it relevant, removing barriers to participation, and translating material for Limited English Proficiency individuals, when possible.

Encouragement

Goal: Encourage active public participation throughout the whole process.

Activity: Ask thought provoking questions in workshops and outreach meetings and engage audiences in strong discussions. Public participation is a dynamic activity that requires teamwork and commitment from all of the Monterey Bay region's agencies, from the regional level to the local level. Include engagement exercises to maximize participation.

Clear Communication

Goal: Provide communications and agency reports that are **clear, timely and broadly distributed**.

Activity: Make all types of communication clear, accessible, and easy to understand. Potential methods include: add a translation link in Spanish for Limited English Proficiency (LEP) individuals through a Google Translation Widget on our website, and distribute all flyers, online notices, announcements and other materials in both English and Spanish. The Monterey Bay region is home to a significant Spanish speaking population. AMBAG will also provide hearing and/or visually impaired individuals assistance in online and physical media distributions through physical outreach materials printed in larger font and in braille, upon request. Effective public outreach and involvement requires collaborating with regional local governments, stakeholders and advisory groups such as our partner agencies.

B. Title VI Plan

The *2021 Title VI Plan*³ is a comprehensive document that guides AMBAG in the Title VI process. Title VI is a Federal statute and provides that no person shall, on the grounds 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 *2021 Title VI Plan* emphasizes the AMBAG Title VI process and procedures, including the use of public outreach techniques and innovative strategies to specifically include Limited English Proficiency (LEP) Populations throughout the region. The LEP population we have identified in our LEP Plan will help set a precedent for future public workshops and events throughout the Monterey Bay region. A Title VI Plan is the required guide for all Title VI related activities conducted by AMBAG, this PIP will stay consistent with the *2021 Title VI Plan* and will incorporate the procedures, strategies and techniques that will be used by AMBAG for increasing public involvement and make conscious effort to include LEP populations in the 2050 MTP/SCS process.

³ AMBAG 2021 Title VI Plan: <https://ambag.org/sites/planning/Title-VI-Plan>

III. Public Engagement

AMBAG will engage the community throughout the development of the 2050 MTP/SCS. These activities include:

- Community workshops and events
- Public hearings
- A project website
- Visual graphics and media techniques
- Interactive surveys in English and Spanish (other languages as needed)
- Preparation of handout materials, flyers, information sheets, frequently asked questions (FAQs), etc.

A. Face to Face Interactions

Public Outreach

Public Workshops

Workshops will be held throughout the Monterey Bay region at key milestones throughout the 2050 MTP/SCS development process. Materials will be provided in English and Spanish; and translation services will be available at the workshops. These workshops will be held outside of typical work hours and at more convenient locations to make them more accessible to the public.

In addition, pop-up community events will be conducted to further interact with members of the public to learn about, give feedback on, and engage in the process of developing the 2050 MTP/SCS. These pop-up events may take place at popular locations such as farmer’s markets, First Friday art gatherings, neighborhood block parties, community events, etc.

Public Hearings and Comment Forms

Public hearings will be conducted to receive comments on the Draft 2050 MTP/SCS Plan. The public hearings will be held at various locations throughout the region and/or virtually and will be advertised in local newspapers, flyers, press releases and email announcements to reach a wide variety of audiences who may be interested in receiving an opportunity to provide their input on the Draft 2050 MTP/SCS.

Public Information

AMBAG will create and distribute clear, concise, and engaging information to support public involvement efforts. These materials will have a consistent look and feel, reflecting the branding that will be developed for the 2050 MTP/SCS.

Below is a menu of materials that may be used to provide information about the 2050 MTP/SCS and its components; the development process; why this process is relevant to the region's residents; and information about how, when, and why stakeholders should get involved. All materials will be written in easy-to-understand terms with limited jargon/acronyms and will be provided in a variety of languages and formats as needed. Materials will be distributed via a range of channels, including electronically (e-mail and website); at presentations, meetings, and events; at community locations (libraries, recreation centers, senior centers, and stores); and in the media (notices and advertisements). Materials will be updated as needed throughout the process.

Project Fact Sheet

A project fact sheet will be created to provide basic information about the 2050 MTP/SCS, its components, purpose, timeline, and information on how the general public can get involved in the process.

Flyers and Press Releases

Each flyer will have engaging images, a summary of opportunities for public involvement, key messages, and basic information about the 2050 MTP/SCS and its timeline. Flyers and notices will be prepared in English and Spanish. These flyers will be distributed to local agencies and those who plan to sign up for email updates on the website. A press release will be sent to local television, radio, and newspaper media outlets.

Public Notices

Notices for public meetings and opportunities for public comment will be published via:

- Online media outlets (project website, partner agencies websites, social media)
- Printed materials (advertisements in newspapers, printed flyers posted at strategic locations, etc.)
- Announcements (radio, meetings)

In addition, to stay consistent with AMBAG's *2021 Title VI Plan*, all public notices will be printed and uploaded in English, Spanish, and Tagalog to ensure all Limited English Proficiency populations within the Monterey Bay region will be included in the 2050 MTP/SCS process.

B. Online Tools and Surveys

Project Website

A project website will be the central portal for information about the project and upcoming events. The website address will be provided on all outreach materials and will be updated regularly to maintain current content and will be the primary portal for public information about the 2050 MTP/SCS, incorporating interactive elements to provide opportunities for broad participation. Direct communication and website information will be synched from the project website and the AMBAG website for easier accessibility.

Media Outlets

Social Media

Online publication and web based comment of plans/programs will be created during the 2050 MTP/SCS process, including an increased use of illustrations on affiliated social media networks, such as Twitter and Facebook.

AMBAG staff and board members will also increase emphasis on public access television, radio and internet radio, coordinate media stories between our partner agencies and media outlets, and target marketing/notices highlighting how planning documents may impact them throughout the 2050 MTP/SCS process.

Newspapers and Newsletters

AMBAG will prepare and forward news releases to print and broadcast media on the 2050 MTP/SCS and advertise through display ads in local newspapers throughout the Monterey Bay region. AMBAG's e-newsletter will report progress, encourage participation, and provide up to date information about opportunities for participation.

Surveys

Surveys will be conducted as needed for the 2050 MTP/SCS, which also can help us design future outreach strategies. These surveys will be conducted at key milestones of the planning process. To help increase awareness and to reach more people than conventional workshops, surveys will be created in English and Spanish (and other languages as needed), at critical points throughout the development of the 2050 MTP/SCS.

IV. Consultation and Coordination Efforts

A variety of committees and boards will be consulted throughout the planning process and at key milestones to solicit feedback, provide project updates, and relay community input from the workshops and surveys. These committees and boards are made up of elected officials, staff from local jurisdictions and agencies, local leaders and organizers, and members of the general public.

AMBAG Board of Directors

The AMBAG Board of Directors consists of 21 jurisdictions within Monterey, San Benito, and Santa Cruz Counties. An elected official from each jurisdiction is appointed by that jurisdiction's City Council or Board of Supervisors. Each of the 18 cities are represented by one member and each of the three counties by two members, forming the 24 member AMBAG Board of Directors. A representative from the Transportation Agency for Monterey County (TAMC), San Benito County Council of Governments (SBtCOG) Santa Cruz County Regional Transportation Commission (SCCRTC), Santa Cruz METRO, Monterey-Salinas Transit, Caltrans, Monterey Bay Air Resources District, Central Coast Community Energy, and Monterey Peninsula Airport District each serve as an ex-officio member.

The AMBAG Board meets monthly and sets policy. Day-to-day oversight is provided by the Executive Director, who is appointed by and serves at the pleasure of the Board of Directors.

The AMBAG Board will meet often throughout the planning process to receive project updates, provide policy direction, determine hybrid and preferred scenarios, and ultimately to adopt the MTP/SCS. Board members will be encouraged to take leadership positions on the MTP/SCS to encourage public understanding and engagement.

Planning Directors Forum

The Planning Directors Forum (PDF) consists of planning directors and staff from the 21 jurisdictions within Monterey, San Benito, and Santa Cruz Counties, the three regional transportation planning agencies, the two transit operators, Caltrans District 5, and AMBAG; as well as other stakeholders. The PDF will meet regularly to address regional land use and transportation planning issues. The PDF will meet throughout the planning process and at key milestones to identify priorities, help establish initial scenario development, review draft workshop materials, and to receive project updates including feedback from the community workshops and online surveys.

Regional Transportation Planning Agencies

In the Monterey Bay region, there are three Regional Transportation Planning Agencies (RTPAs): San Benito County Council of Governments (SBtCOG), Santa Cruz County Regional Transportation Commission (SCCRTC), Transportation Agency for Monterey County (TAMC). Each of these three RTPAs consists of agency staff and board members, including staff from local jurisdictions, elected officials, and appointed members. The RTPAs Boards of Directors set policy and provide a source of funding for transportation planning projects within each county. AMBAG staff will meet with the three RTPAs' Boards at key milestones to present findings, provide project updates, and receive input on the MTP/SCS development, project identification, and priorities.

Technical Advisory Committees

The Technical Advisory Committees (TACs) are made up of staff from local jurisdictions and agencies, including local transit service providers and the RTPAs. The TACs review and provide technical guidance and advice on transportation projects and programs within each county, and make recommendations to the RTPA boards or directors. AMBAG staff will meet with the TACs at key milestones throughout the planning process to confirm transportation priorities, projects, and funding sources.

Planning Directors Forum

The Planning Directors Forum (PDF) consists of planning directors and staff from the 18 cities, three counties, three regional transportation planning agencies, transit agencies, universities, and LAFCO. The PDF meets regularly to address and provide input on regional land use and transportation planning issues.

Stakeholder Contact List

A master stakeholder contact list will be maintained for distribution of press releases, flyers, and project updates. This list includes members of the AMBAG Board, Partners, the Planning Directors Forum, local transportation agencies, and other related groups. Media outlets, local organizations, and workshop and survey participants who provided a valid email address are included in the master stakeholder list.

Additional contacts include government agencies such as, the U.S. Environmental Protection Agency (EPA), Federal Highway Administration (FHWA), Bureau of Land Management (BLM), Federal Transit Administration (FTA), California Department of Fish and Wildlife (CDFW), California Air Resources Board (ARB), California Department of Transportation (Caltrans)

Caltrans District 5, state and local transportation agencies, Tribal governments, state, local and federal elected officials and

Please refer to Appendix D in AMBAG's Draft 2023 Public Participation Plan for the current list of stakeholders within the Monterey Bay region.

Draft 2023 Public Participation Plan



**ASSOCIATION OF MONTEREY BAY
AREA GOVERNMENTS**

**HEATHER ADAMSON, AICP
DIRECTOR OF PLANNING
JUNE 15, 2023**



Background

2

- Guides regional efforts in the public participation process
- Emphasizes the transportation decision making process
- Federally required update every 4 years
- Required guide for all federally funded public involvement activities

Key Sections

3

- Requirements for public participation
- Requirements as it relates to interested parties & engagement
- Public Participation Best Practices Guide
- Significant regional information listed in Appendices

Changes from 2019 to 2023

4

- Added emphasis on equity as a guiding principle moving forward
- Inclusion of the impact COVID-19 had on public participation and the technological/ best practices that advanced due to the pandemic
- Regional survey conducted in both English and Spanish prior to the development of the Draft Plan

Next Steps – AMBAG

5

- Public comment period: June 14 – August 23, 2023
- Presentations to Committees and Working Groups:
 - SCCRTC's E&D TAC – 6/13
 - SCCRTC's ITAC – 6/15
 - MST's MAC – 7/26
 - TAMC's TAC – 8/3
 - San Benito COG's TAC – 8/3
- Public Hearing at AMBAG Board:
 - August 9, 2023

Next Steps – Regionally

6

- Public comment period: June 14 – August 23, 2023
- RTPA Public Hearings:
 - SCCRTC – 8/3
 - San Benito COG – 8/17
 - TAMC – 8/23
- PPP Adoption:
 - San Benito COG – 9/21 (if using AMBAG PPP as their plan)
 - TAMC – 9/27
 - SCCRTC – 10/5
 - AMBAG – 10/11

Comments/Questions?

7



**ASSOCIATION OF MONTEREY BAY AREA
GOVERNMENTS**



DRAFT 2023 PUBLIC PARTICIPATION PLAN

WWW.AMBAG.ORG

HEATHER ADAMSON, AICP

HADAMSON@AMBAG.ORG



STAFF REPORT

Information

Prepared By: Veronica Lezama,
Transportation Planning Manager
Subject: Senate Bill (SB) 743

Agenda Item No. 11

Approved By: Binu Abraham, Executive
Director
Meeting Date: June 15, 2023

Recommendation:

RECEIVE Presentation on Senate Bill (SB) 743 from Fehr & Peers.

Summary:

A presentation will be provided at the COG meeting on Senate Bill (SB) 743 required revisions to the California Environmental Quality Act (CEQA) Guidelines to establish new impact analysis criteria for the assessment of a project's transportation impacts.

Background/ Discussion:

On September 27, 2013, Governor Jerry Brown signed Senate Bill (SB) 743 into law and started a process intended to fundamentally change transportation impact analysis as part of CEQA compliance. Specifically, the legislation directed the State of California's Office of Planning and Research (OPR) to look at different metrics for identifying transportation impacts and make corresponding revisions to the *California Environmental Quality Act (CEQA) Statute & Guidelines*.

The initial bill included two legislative intent statements (emphasis and bullets added):

- New methodologies under the California Environmental Quality Act are needed for evaluating transportation impacts that are better able to promote the state's goals of reducing greenhouse gas emissions and traffic-related air pollution, promoting the development of a multimodal transportation system, and providing clean, efficient access to destinations.
- More appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions.

These statements provide directions to OPR and to lead agencies. For OPR, the direction is about what the new metrics should achieve. For lead agencies, the direction is about expected changes in transportation analysis (and related technical areas) and what factors to consider for significance thresholds.

Daniel Rubins and Ron Milam from Fehr & Peers will provide an informational presentation that explains the use of VMT as the preferred metric for CEQA transportation impact analysis. Fehr & Peers has been involved with the development and implementation of SB 743 over the past ten years, advising OPR and Caltrans on available VMT data and measurement methods, helping the big four MPOs (SCAG, MTC, SANDAG, and SACOG) determine how to incorporate VMT methods and strategies into their regional plans, and working directly with more than 100 local agencies statewide on implementing SB 743 through VMT threshold setting and developing VMT analysis tools.

Financial Impact:

There are no financial impacts.

Attachments:

1. Presentation Slide Deck



FEHR PEERS

Daniel Rubins
Ron Milam

June 15, 2023

Overview of VMT Impact Analysis

Agenda

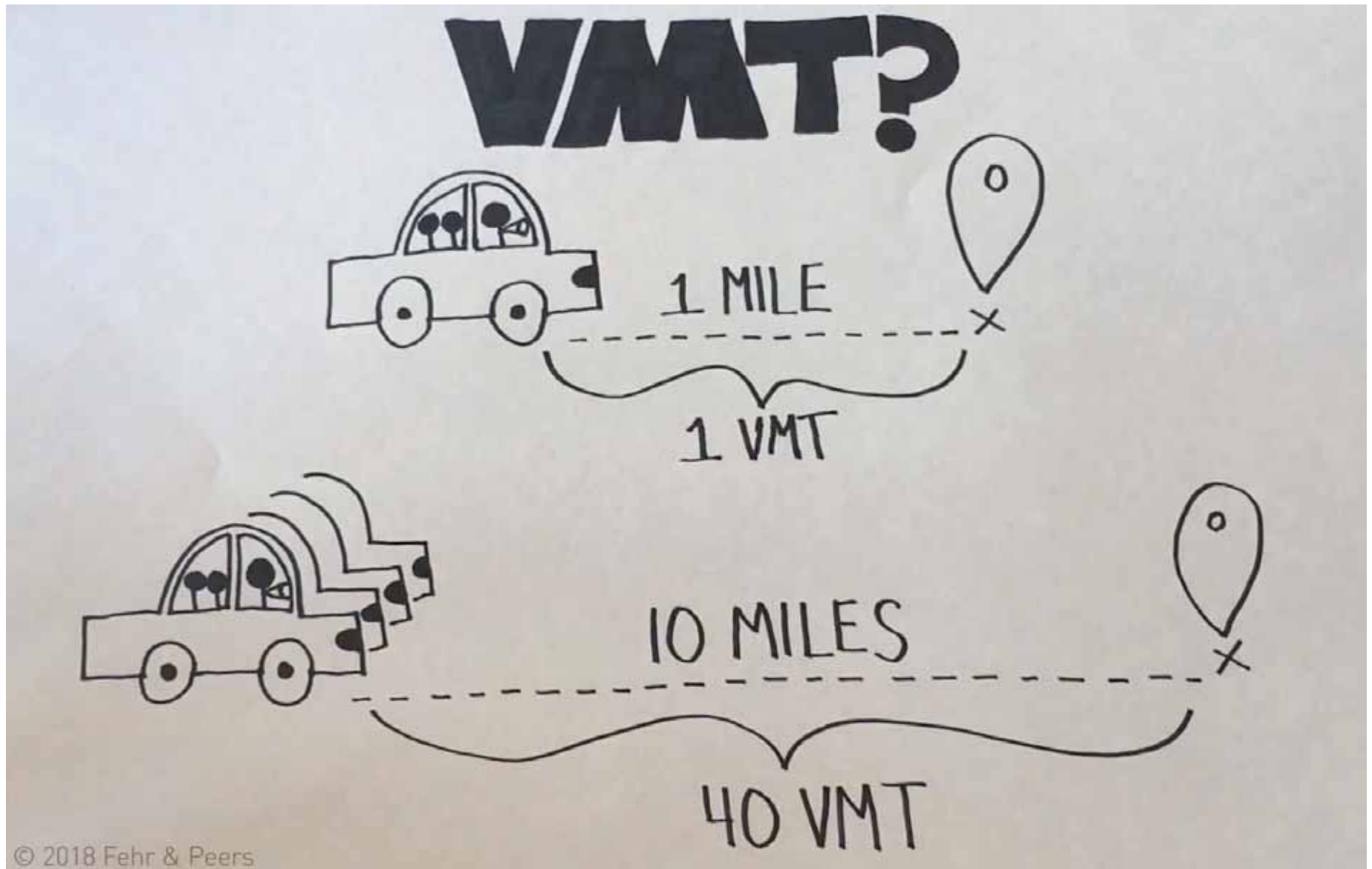
- Goal
- What is VMT?
- VMT Trends
- Overview of SB 743
- Lead Agency Decisions
- Example Land Use and Transportation Projects

Goal

“ Explain the use of VMT as the preferred metric for CEQA transportation impact analysis. ”

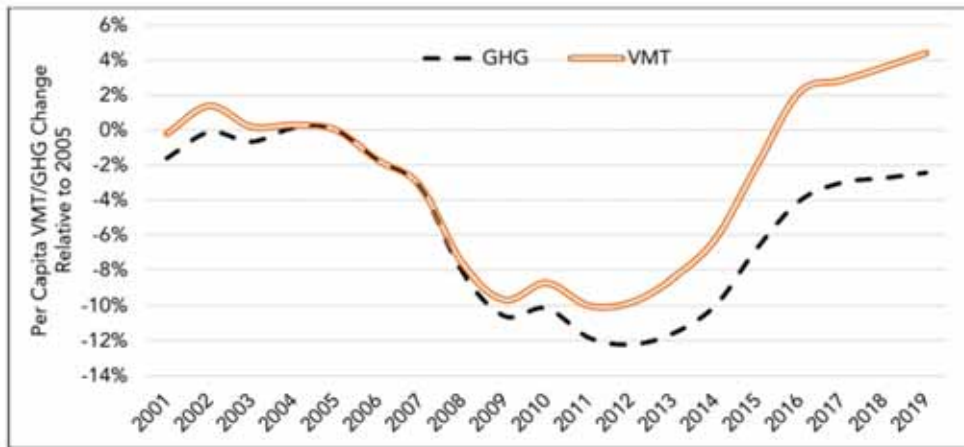


What is VMT?



What are Current VMT Trends?

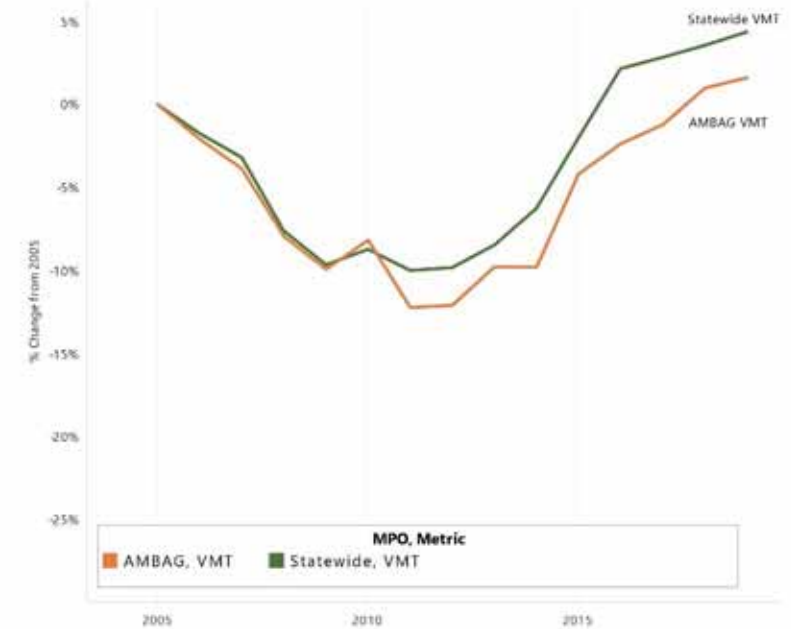
Figure 3.17-6. Light-Duty VMT per capita relative to 2005



VMT represents the aggregate of California's 18 MPO regions. 2019 data indicate that nearly all regions were far from achieving 2020 targets set by CARB.

Source: California Air Resources Board, 2022.

GHG and VMT Compared to SB 375 Targets



Source: California Air Resources Board (CARB) Website: [SB 150 Dashboard - Tracking Progress - Sustainable Communities | California Air Resources Board](#); accessed June 2023.

Overview of Senate Bill 743

Signed into law by Governor Jerry Brown
on September 27, 2013

Legislative Intent

1. Ensure that the environmental impacts of traffic, such as noise, air pollution, and safety concerns, continue to be properly addressed and mitigated through the California Environmental Quality Act.
2. More appropriately balance the needs of congestion management with statewide goals related to **infill development**, promotion of public health through **active transportation**, and **reduction of greenhouse gas emissions**.

Overview of Senate Bill 743

DOES

Eliminates vehicle delay (i.e., LOS) as the basis for determining significant CEQA impacts

Recommends VMT as the most appropriate measure of transportation impacts

Other considerations may include transit and non-motorized travel

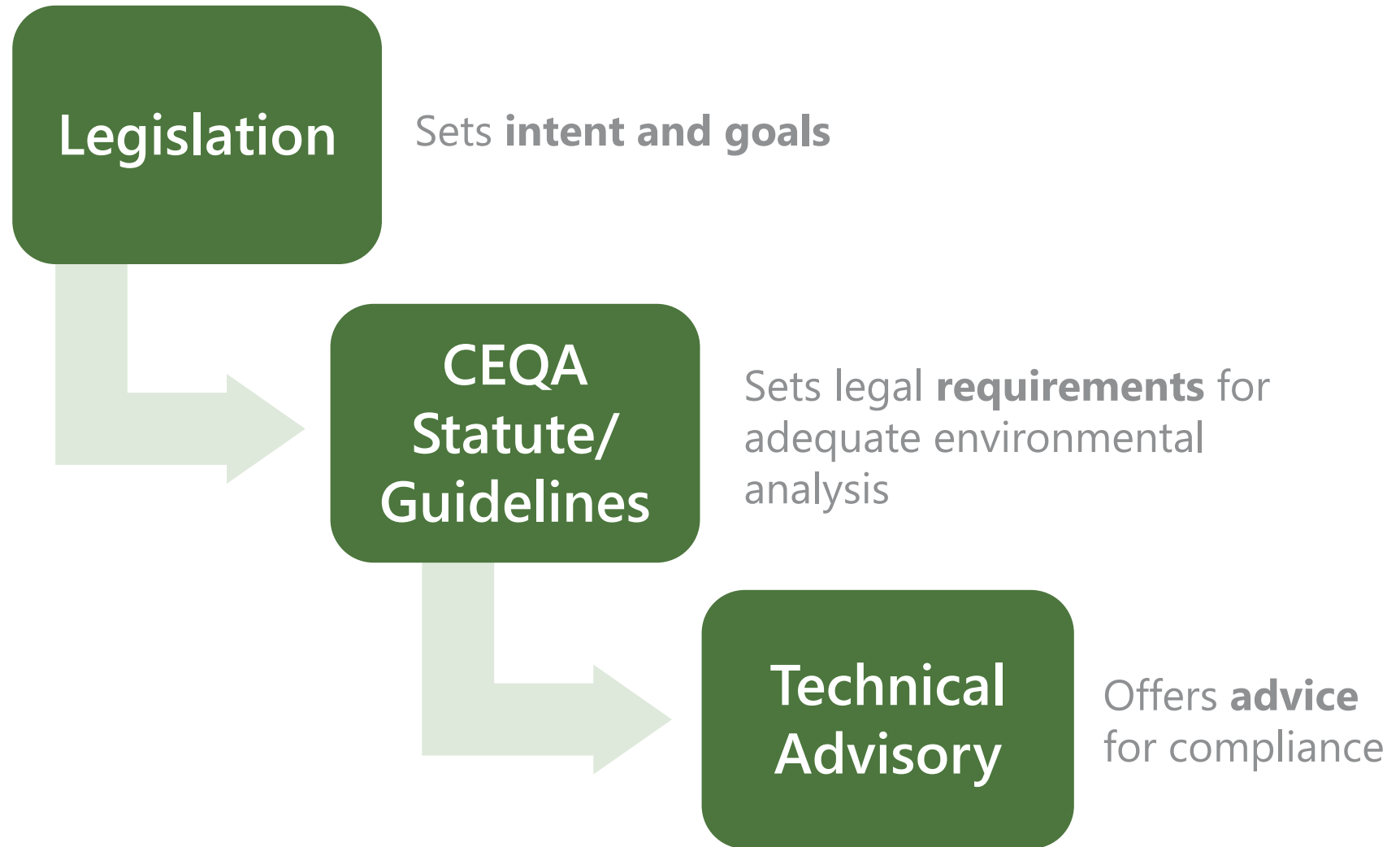
DOES NOT

Affect planning, design, or development review, except for the CEQA process

Change the General Plan or Congestion Management Plan process

Change CEQA disclosure standards

Overview of Senate Bill 743



Lead Agency Decisions

Metric

Method

Threshold

Mitigation

CEQA Expectations

- § 15003 (F) = FULLEST POSSIBLE PROTECTION OF THE ENVIRONMENT...
- § 15003 (I) = ADEQUACY, COMPLETENESS, AND GOOD-FAITH EFFORT AT FULL DISCLOSURE...
- § 15125 (C) = THE EIR MUST DEMONSTRATE THAT THE SIGNIFICANT ENVIRONMENTAL IMPACTS OF THE PROPOSED PROJECT WERE ADEQUATELY INVESTIGATED...
- § 15144 = AN AGENCY MUST USE ITS BEST EFFORTS TO FIND OUT AND DISCLOSE...
- § 15151 = SUFFICIENT ANALYSIS TO ALLOW A DECISION WHICH INTELLIGENTLY TAKES ACCOUNT OF ENVIRONMENTAL CONSEQUENCES...

Metrics

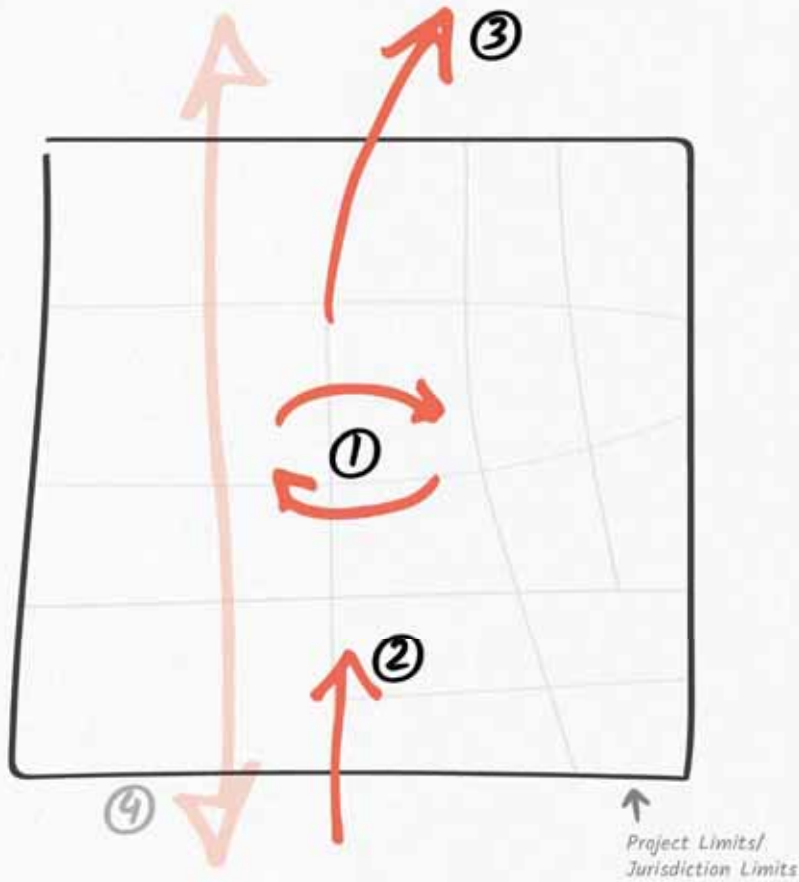


Most Common Metrics



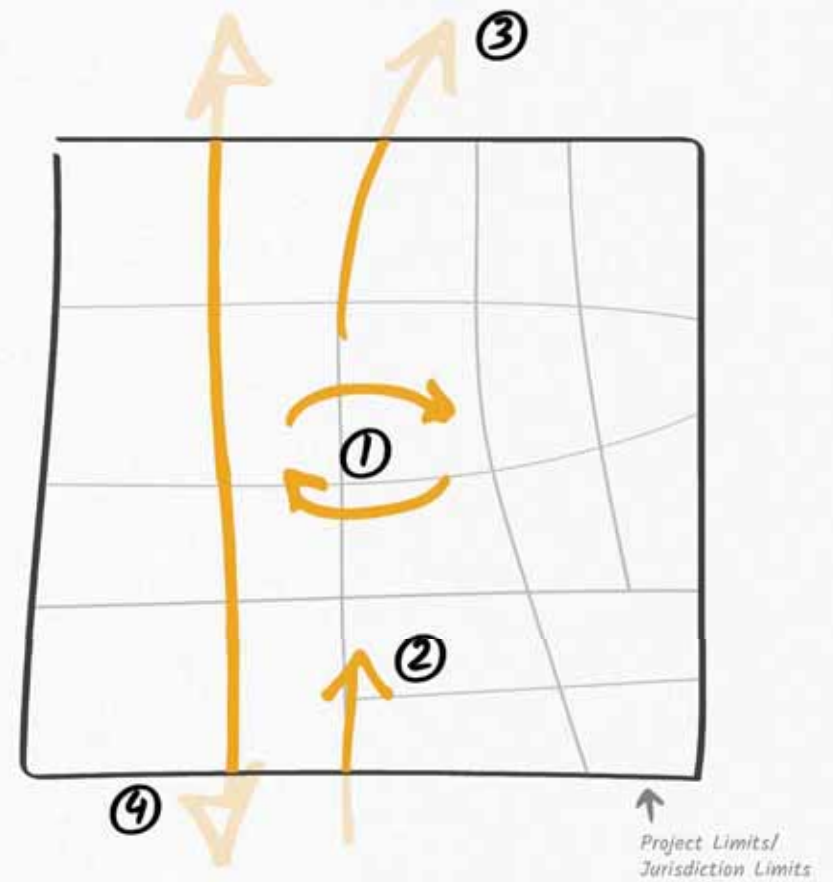
Metric

Project Generated VMT



- ① 2x Internal to Internal (2xII) VMT
- ② External to Internal (XI) VMT
- ③ Internal to External (IX) VMT
- ④ External to External (XX) VMT

Project Effect on VMT (Boundary or Total VMT)



- ① Internal to Internal VMT
- ② External to Internal (XI) VMT
- ③ Internal to External (IX) VMT
- ④ External to External (XX) VMT

Method

- Common Methods

- Travel forecasting model (activity or trip-based)
- Non-model “accounting methods”

- Model Selection Criteria

- Calibrated and validated to ‘current’ local conditions
- Vehicle trips can be tracked across boundaries, not truncated
- Sensitive to congested conditions, and transit and active transportation modes

Thresholds

“ OPR recommends that a *per capita or per employee VMT* that is **fifteen percent below** that of **existing development** may be a reasonable threshold. ”

(pg. 10 of OPR Technical Advisory)

TECHNICAL ADVISORY

ON EVALUATING TRANSPORTATION
IMPACTS IN CEQA



December 2018

CARB 2022 Scoping Plan

Table 2-1: Actions for the Scoping Plan Scenario: AB 32 GHG Inventory sectors

Sector	Action	Statutes, Executive Orders, Other Direction, Outcome
GHG Emissions Reductions Relative to the SB 32 Target ¹³³	40% below 1990 levels by 2030	SB 32: Reduce statewide GHG emissions. AB 197: direct emissions reductions for sources covered by the AB 32 Inventory
Smart Growth / Vehicle Miles Traveled (VMT)	VMT per capita reduced 25% below 2019 levels by 2030, and 30% below 2019 levels by 2045	SB 375: Reduce demand for fossil transportation fuels and GHGs, and improve air quality. In response to Board direction and EJ Advisory Committee recommendations
Light-duty Vehicle (LDV) Zero Emission Vehicles (ZEVs)	100% of LDV sales are ZEV by 2035	EO N-79-20: Reduce demand for fossil transportation fuels and GHGs, and improve air quality. AB 197: direct emissions reductions for sources covered by the AB 32 Inventory 2035 target aligns with the EJ Advisory Committee recommendation.

Source: 2022 Scoping Plan For Achieving Carbon Neutrality, CARB (pg. 72) [2022 Scoping Plan Update \(ca.gov\)](https://www.ca.gov/2022/02/22/scoping-plan-update/)

Mitigation Actions

Transportation Demand Management (TDM)

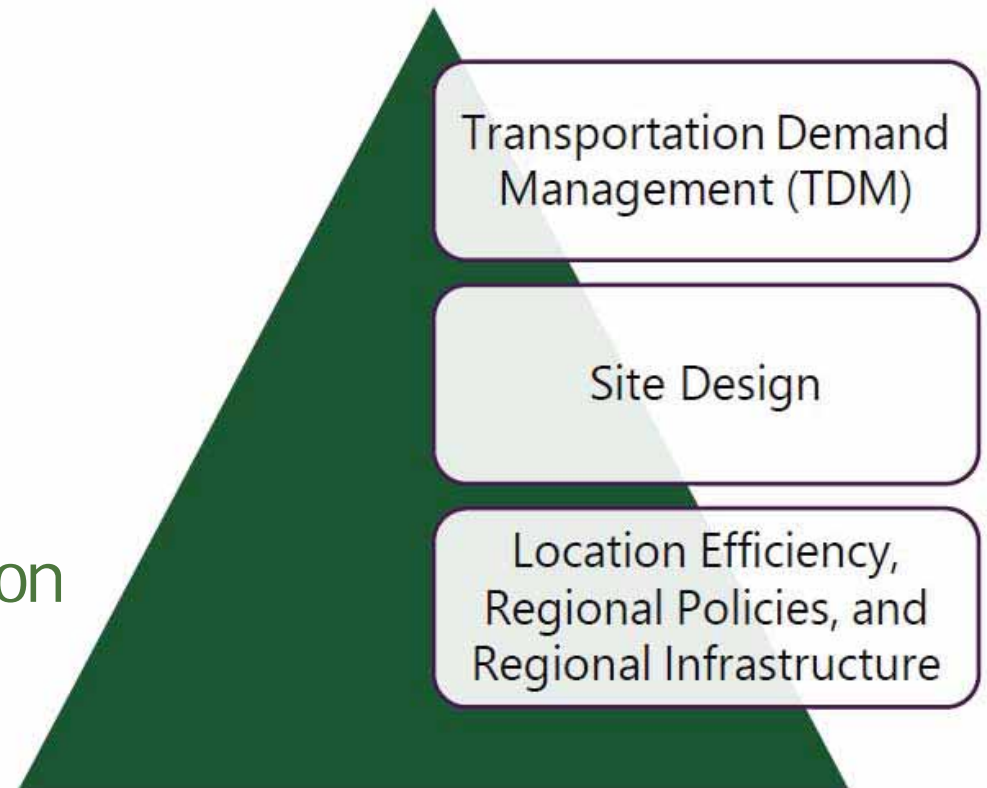
- Effectiveness depends on project site context and tenants
- Requires monitoring

Built Environment

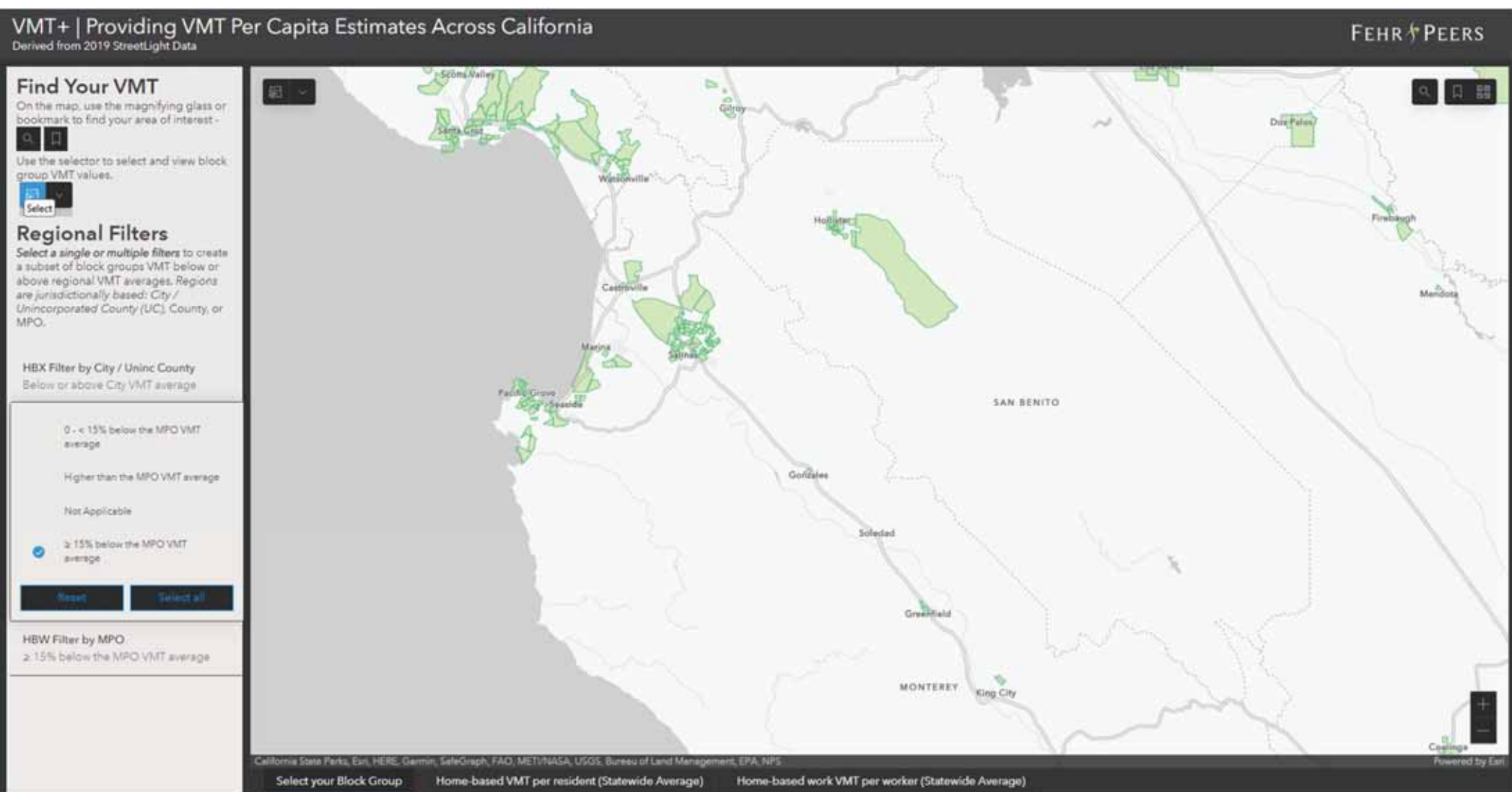
- Is changing the project land use or transportation network feasible?

Regional/Program VMT Mitigation

- VMT Impact Fee
- VMT Bank or Exchange



Example: Employment Land Use



County Travel for Residents and Employees

- Residents Living in San Benito County
 - 32.7 miles per resident per day (+43% AMBAG average)
- Employees Working in San Benito County
 - 18.1 miles per employee per day (+17% AMBAG average)

County Travel and VMT Approaches

- Overall Travel
 - Most of the trips are in San Benito County (~75%)
 - Yet only 28% of the VMT generated by the County
 - Morgan Hill and Gilroy are the most frequent destinations
- Reducing VMT would Require Unique Approaches
 - Changes in land uses that attract more trips to remain in the County
 - Offering high speed travel options to long-distance destinations where more seats are shared

Caltrans Guidance

Land Use Projects

Transportation Demand Impact Study Guide (TISG)

Updated Interim Local Development Review Safety Guidance

Transportation Projects

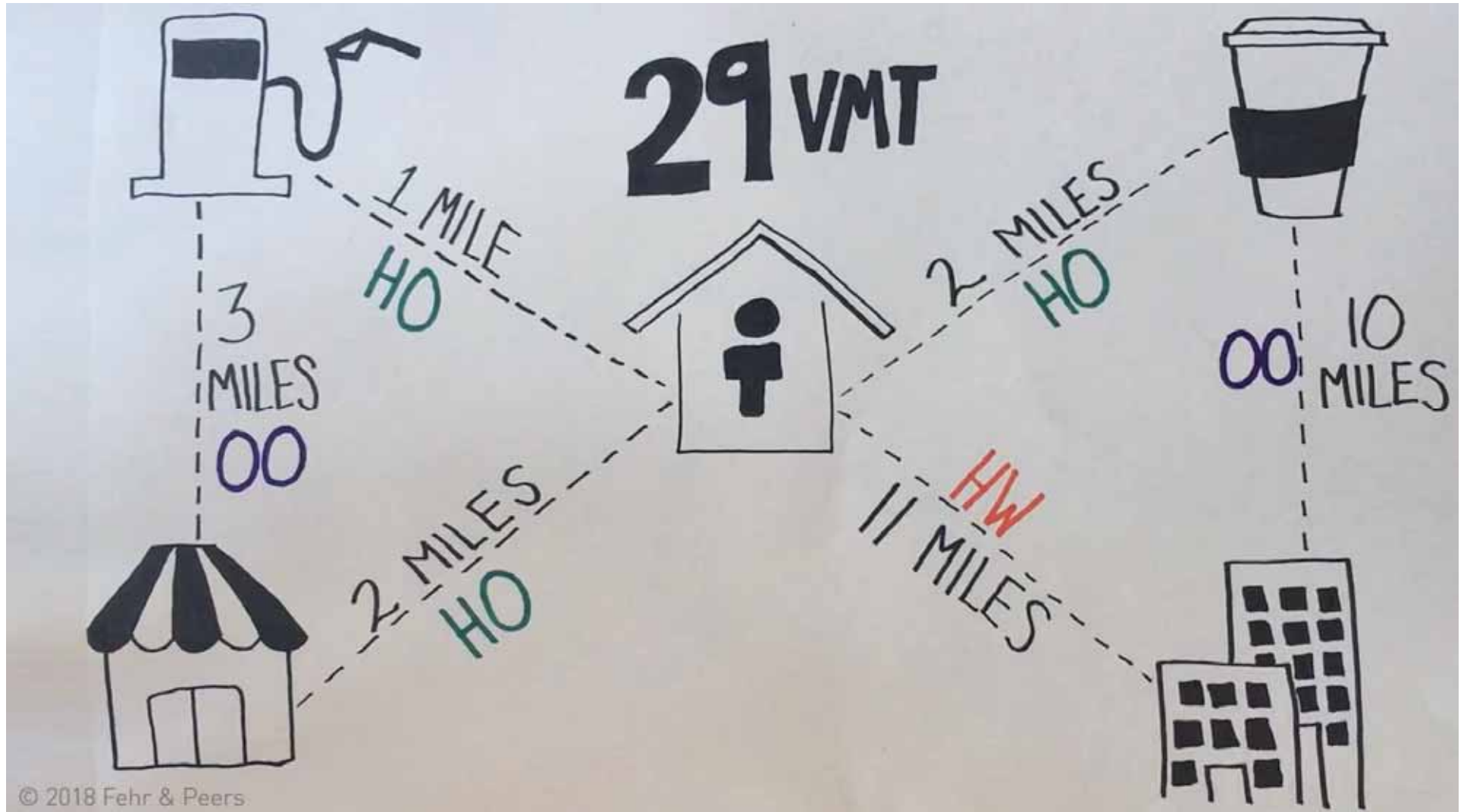
Transportation Analysis Framework (TAF)

Transportation Analysis Under CEQA (TAC)

Resources

- Resources
 - F&P's [California SB 743](#)
 - ["What is VMT?"](#)
 - [California Office of Planning and Research SB 743 Page](#)
 - [Caltrans: Rethinking How we Build So Californians Can Drive Less](#)
 - Your local jurisdiction (maybe)

Additional Slides



TDM with TMA VMT Mitigation Actions

- Employ marketing and encourage strategies to promote non-drive-alone travel
- Encourage telecommuting and alternative work schedules
- Provide ride-sharing programs
- Require employer-based shuttle or transit service

Site Design VMT Mitigation Actions

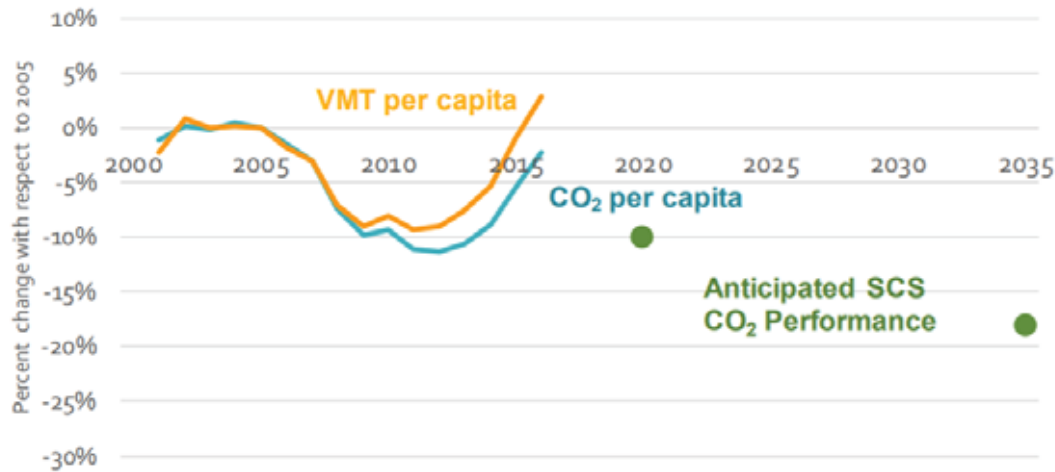
- Provide pedestrian network improvements
- Provide traffic calming measures and low-stress bicycle network improvements
- Implement car-sharing program
- Limit parking supply
- Unbundle parking costs
- Implement on-street market pricing for parking

Regional Policy VMT Mitigation Actions

- Increase density of land uses
- Increase diversity of land uses
- Increase transit accessibility
- Integrate affordable and below market rate (BMR) housing
- Increase transit service frequency and speed

VMT Trends (Before COVID19)

Statewide CO₂ and Vehicle Miles Traveled (VMT) Per Capita Trend with Respect to Anticipated Performance of Current SB 375 SCSs²

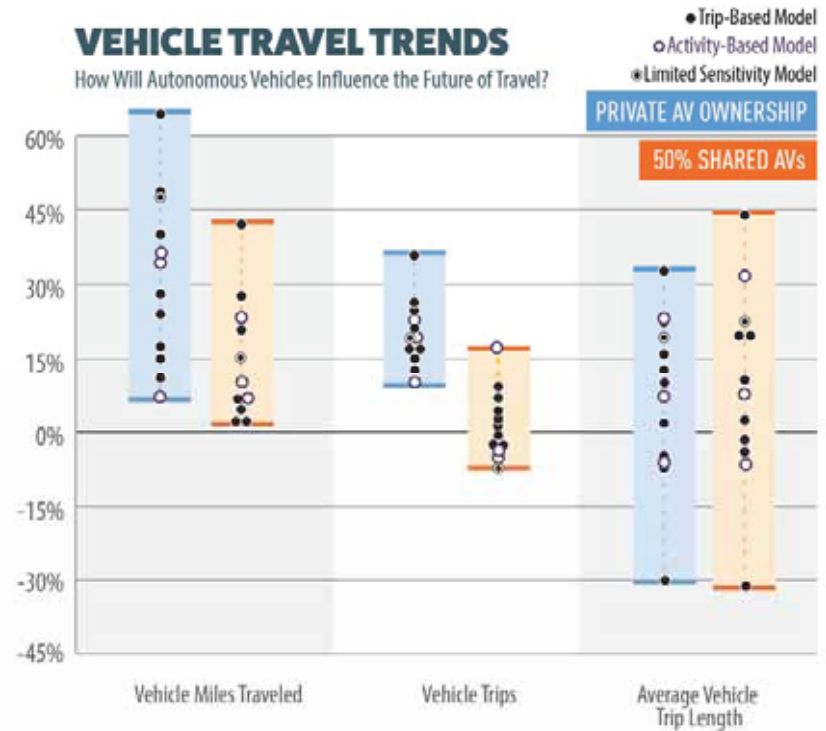


Source: CDTFA, U.S.EIA, U.S.EPA, CARB

Source: https://ww2.arb.ca.gov/sites/default/files/2018-11/Final2018Report_SB150_112618_02_Report.pdf

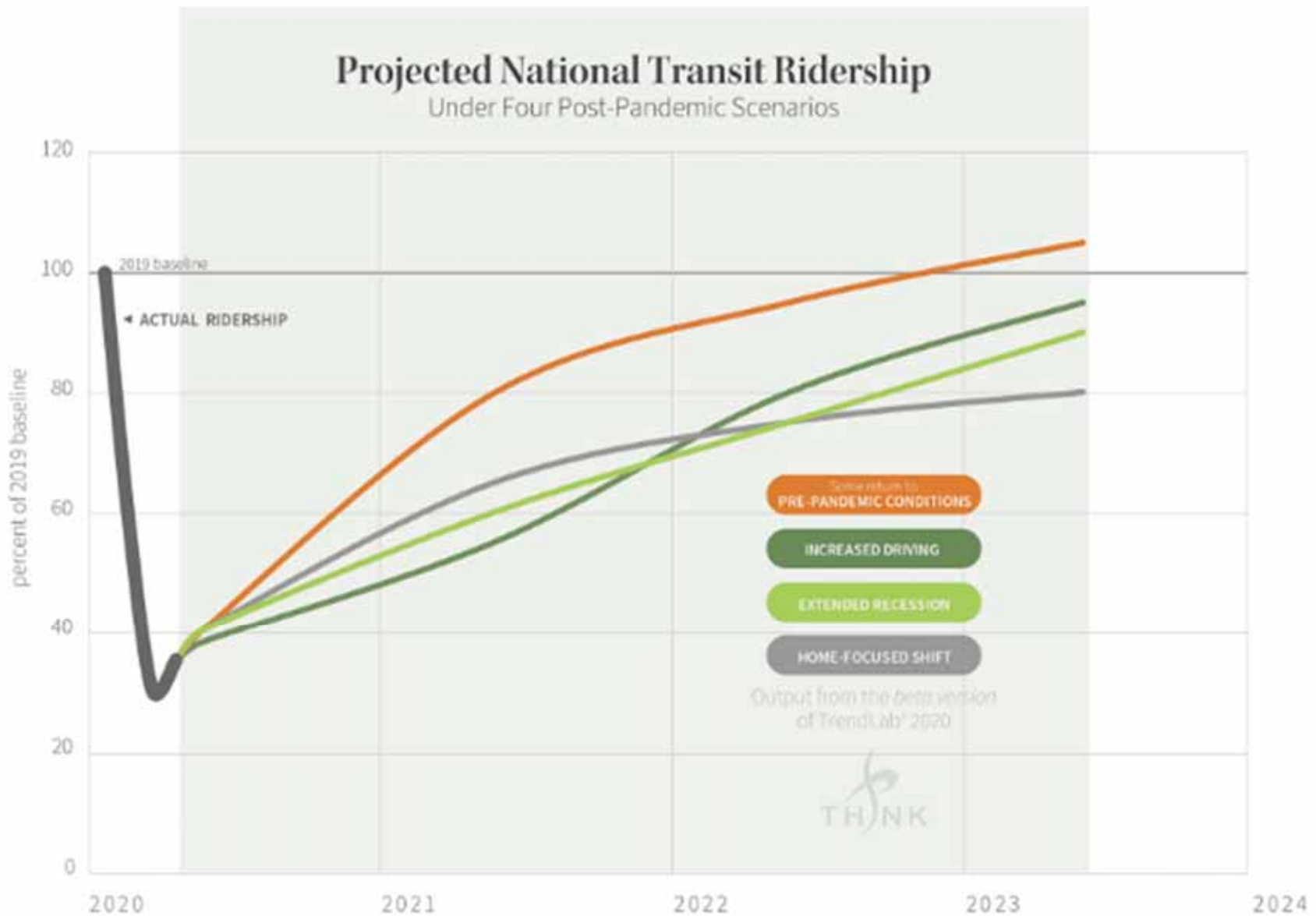
VEHICLE TRAVEL TRENDS

How Will Autonomous Vehicles Influence the Future of Travel?



Source: <http://www.fehrandpeers.com/autonomous-vehicle-research/>

National Transit Ridership Recovery Paths



National VMT Recovery Paths





STAFF REPORT

Informational

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

Agenda Item No. 12

Approved By: Binu Abraham, Executive Director

Meeting Date: June 15, 2023

Recommendation:

RECEIVE Monthly Caltrans District 5 Construction Projects Report.

Summary:

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

Background/ Discussion:

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

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

Financial Impact:

Please see attached project updates report.

Attachment:

1. Caltrans District 5 Construction Projects Report and Map



CONSTRUCTION PROJECTS

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
1. Highway 25/156 Roundabout (1J480_)	Intersection of SR 25/156, north of Hollister (PM 54.048)	Construct Roundabout	June 2022 - Spring 2024	\$10.7 million	SHOPP	Terry Thompson (Acting PM)	Graniterock Construction	Construction plans to switch to Stage 3 during the evening of June 13. Both lanes of SR-156 will be shifted to the right.
2. Highway 156 Improvement Project (34490)	In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)	Construct four-lane expressway	August 2022 - Spring/Summer 2025	\$75.9 million	STIP/Local	Terry Thompson	Teichert Construction	Continued construction activities
3. Highway 25 Curve Alignment Restoration (1H810)	Near Hollister, just north of San Benito Lateral (PM 18.8/19.1)	Curve restoration	Spring 2023/Late 2023	\$5.4 million	SHOPP	Terry Thompson	Teichert Construction	Installing environmental fences.

PROJECTS IN DEVELOPMENT

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



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE JUNE 15, 2023, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT (CONTINUED)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
5. U.S 101 Southbound Connector Extension (1N910)	In San Benito County 3.0 miles West of San Juan Bautista at SR-156 and U.S. Route 101	Extend westbound connector an additional 1800 feet and construct a ramp meter	TBD	TBD	Minor A	Terry Thompson	PA&ED	No updates at this time.
6. SR 156/Alameda EB Right-Turn Channelization (1P300)	In San Juan Bautista at the intersection of SR 156 and The Alameda (PM 2.9/3.1)	Installation of eastbound right-turn channelization from SR 156 onto the Alameda	Spring 2024	TBD	Oversight/ Local	Paul Valadao	PA&ED	The City approved change in ownership of the developer. Caltrans held a project kick-start meeting on Nov. 1 with the City's team to discuss the Right of Way challenges and how it may affect project delivery. Caltrans is actively collaborating with the City's design team on inquiries regarding adjacent/affected property owners.
7. Hollister Clean CA (1P531)	On Route 25 in San Benito County from Sunset Dr. to Santa Ana Rd. (PM 49.9/51.2)	Install beautification, transportation art, and safety measure enhancement project in Caltrans R/W.	Winter 2023	\$1.2 million	Clean CA	Terry Thompson	PS&E	Awarded to Bortolussi & Watkin, Inc. on 3/2/23 Approve Contract on 4/4/23



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE JUNE 15, 2023, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT (*CONTINUED*)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
8. Rocks Road US 101 Wildlife Connectivity Project (1Q260)	In San Benito County in the Aromas Hills (PM 0.0/2.8)	Identify wildlife crossing opportunities to connect important habitat on both sides of US 101 and improve safety for drivers and wildlife	TBD	TBD	State Funded	Terry Thompson (Acting PM)	PID	PID phase is in process.

ACRONYMS USED IN THIS REPORT:

ADA	Americans with Disabilities Act
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation Air Quality
CMIA	Corridor Mobility Improvement Account
CTC	California Transportation Commission
ED	Environmental Document
EIR	Environmental Impact Report
PA&ED	Project Approval and Environmental Document
PM	Post Mile
PS&E	Plans, Specifications, and Estimates
RTL	Ready to List
RW	Right of Way
SBI	Senate Bill 1, the Road Repair and Accountability Act of 2017
SCL	Santa Clara County Line

SHOPP	State Highway Operation and Protection Program
SR	State Route
STIP	State Transportation Improvement Program
TBD	To Be Determined
TMS	Traffic Management System