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Regional Transportation Planning Agency - Local Transportation Commission  
Monterey County Service Authority for Freeways and Expressways  
Monterey County Regional Development Impact Fee Joint Powers Agency  
Email: [info@tamcmonterey.org](mailto:info@tamcmonterey.org)

**Bicycle and Pedestrian Facilities Advisory Committee**

**Wednesday, October 2, 2024**

**\*\*6:00 PM\*\***

**MEETING LOCATION**

55-B Plaza Circle, Salinas, California 93901  
Transportation Agency Conference Room

**Members of the public & non-voting members may join meeting online at:**

**<https://us02web.zoom.us/j/990276709?pwd=QXBRbWF6ajh6M3dOR3hnbGloRlhRZz09>**

**OR**

**Via teleconference at +1 669 900 6833**

**Meeting ID: 990 276 709**

**Password: 352877**

*Please note: If all committee members are present in person, public participation by Zoom is for convenience only and is not required by law. If the Zoom feed is lost for any reason, the meeting may be paused while a fix is attempted, but the meeting may continue at the discretion of the Chair.*

*Please see all the special meeting instructions at the end of this agenda*

**1. Quorum Check - Call to Order**

Call to order and self-introductions. Committee bylaws specify that quorum shall consist of a majority (7) of the number of voting memberships actually filled at the time (13); the existence of any vacancies shall not be counted for purposes of establishing a quorum.

***If you are unable to attend, please contact your alternate. Your courtesy to the other Transportation Agency Committee members to assure a quorum is appreciated.***

**2. PUBLIC COMMENTS**

Any member of the public may address the Board on any item not on the agenda but within the jurisdiction of the Board. Under this item, each member of the public is allowed three minutes to address concerns. Comments in items on this agenda may be given when that agenda item is discussed. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to Maria at [maria@tamcmonterey.org](mailto:maria@tamcmonterey.org) by 5:00 pm the Monday before the meeting, and such comments

will be distributed to the Board before the meeting.

Alternative Agenda Format and Auxiliary Aids: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact Transportation Agency staff at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish language interpreters, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.

### 3. **CONSENT AGENDA**

Approve the staff recommendations for items listed below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

- 3.1. **APPROVE** the draft Bicycle and Pedestrian Facilities Advisory Committee Minutes for September 4, 2024.

- Maria Montiel

*The draft minutes of the September 4, 2024, Bicycle and Pedestrian Facilities Advisory Committee meeting are attached for review.*

- 3.2. **RECEIVE** the call for nominations for the 23rd Annual Transportation Excellence awards to honor individuals, businesses, groups or projects for their efforts to improve the transportation system in Monterey County.

- Theresa Wright

*The Transportation Agency for Monterey County would like to encourage and appreciate the efforts made by Monterey County residents, businesses and employees to improve transportation in the county by awarding Transportation Excellence Awards.*

4. **RECEIVE** a presentation on the Monterey County Zero Emissions Shared Mobility Study and **PROVIDE** feedback to County of Monterey staff.

- Ariadne Sambrano

*The Monterey County Zero Emissions Shared Mobility Study aims to identify and evaluate innovative zero-emissions shared mobility solutions to meet transportation needs throughout the county. The study will develop sustainable and equitable solutions, including zero-emission carsharing, carpooling, bike/scooter sharing, and enhanced public transit.*

5. **RECEIVE** a presentation by staff reviewing the typical stages of a capital project, including the need for community engagement.

- Doug Bilse

*Many agencies in Monterey County manage numerous capital projects that have the potential to improve bike and pedestrian service. Staff will make a presentation on the project delivery stages and strategies used to engage the community as the project gets ready for construction.*

6. **RECEIVE** presentation on TAMC Title VI and Language Assistance Plan for 2024-2027, and **COMPLETE** the Title VI committee representation survey.

- Aaron Hernandez

*Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities. As a recipient of federal funds, TAMC is required to prepare a Title VI Program and Language Assistance Plan to establish a policy of nondiscrimination.*

7. **ANNOUNCEMENTS and/or COMMENTS**

8. **ADJOURN**

#### **ANNOUNCEMENTS**

Next Committee meeting will be held at  
**Wednesday, November 6, 2024 at 6:00 P.M.**  
55-B Plaza Circle, Salinas, California 93901  
Transportation Agency Conference Room

A quorum of voting members is required to be present to hold this meeting.

There will be a zoom link for hybrid participation by members of the public.

**Voting members: please note that the circumstances in which you may remotely teleconference have been severely curtailed and require prior notice and only certain justifications. Click [here](#) for more details.**

If you have any items for the next agenda, please submit them to:  
Aaron Hernandez, Bicycle and Pedestrian Facilities Advisory Committee Coordinator  
[Aaron@tamcmonterey.org](mailto:Aaron@tamcmonterey.org)

Documents relating to an item on the open session that are distributed to the Committee less than 72 hours prior to the meeting shall be available for public inspection at the office of the Transportation Agency for Monterey County, 55-B Plaza Circle, Salinas, CA. Documents distributed to the Committee at the meeting by staff will be available at the meeting; documents distributed to the Committee by members of the public shall be made available after the meeting.

Transportation Agency for Monterey County  
[www.tamcmonterey.org](http://www.tamcmonterey.org)

55B Plaza Circle, Salinas, CA 93901  
TEL: 831-775-0903  
EMAIL: [info@tamcmonterey.org](mailto:info@tamcmonterey.org)

The Committee Agenda will be prepared by Agency staff and will close at noon five (5) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made by the agenda deadline and any supporting papers must be furnished by that time or be readily available. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact the Transportation Agency at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish Language interpreters and printed materials, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.

## Memorandum

**To:** Bicycle and Pedestrian Facilities Advisory Committee  
**From:** Maria Montiel, Administrative Assistant  
**Meeting Date:** October 2, 2024  
**Subject:** **Draft BPC Minutes**

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### **RECOMMENDED ACTION:**

**APPROVE** the draft Bicycle and Pedestrian Facilities Advisory Committee Minutes for September 4, 2024.

### **SUMMARY:**

The draft minutes of the September 4, 2024, Bicycle and Pedestrian Facilities Advisory Committee meeting are attached for review.

### **FINANCIAL IMPACT:**

### **DISCUSSION:**

### **ATTACHMENTS:**

1. BPC Draft September 4, 2024 MINUTES

### **WEB ATTACHMENTS:**

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)  
Bicycle and Pedestrian Facilities Advisory Committee**

**Draft Minutes of September 4, 2024**  
Transportation Agency Conference Room

55-B Plaza Circle, Salinas CA 93901

Voting Members	JAN 24	FEB 24	MAR 24	APR 24	MAY 24	JUN 24	AUG 24	SEP 24
Eric Petersen, District 1	P	P	P	E	P	P	C	P
Victor Tafoya– District 2 <i>(David Tavarez)</i>	P	P	P	P	P	P	A	P
Mike Novo – District 3, <b>Vice Chair</b> <i>(Nathalie Gomez)</i>	P	P	E	P	P	P	N	P
Jeff Wriedt, District 4 <i>(Frank Henderson)</i>	P	P	E	A	E	P	C	P
Martin Wegenstein, District 5, <b>Chair</b> <i>(vacant)</i>	P	P	P	P	P	E	E	P
D. L. Johnson, Carmel-By-The Sea	P	E	P	P	E	P	L	P
Del Rey Oaks - vacant	-	-	-	-	-	-	L	P
Gonzales – vacant	-	-	-	-	-	-	E	-
Ernest Gallardo, Greenfield	P	P	E	A	P	P	D	P
King City – vacant	-	-	-	-	-	-		-
Liesbeth Visscher, Marina	-	P	P	P	E	E		P
Gino Garcia, Monterey <i>(Abby Ostovar)</i>	E	E	P	E	E	E		P
Katie Stern, Pacific Grove <i>(Lester Brown)</i>	E	P(A)	P	P	P	P		P
Chris Flescher, Salinas <i>(vacant)</i>	P	P	P	P	P	P		E
Elizabeth (Libby) Sofer, Sand City	P	P	P	P	A	P		E
Ralph Wege, Seaside <i>(Jan Valencia)</i>	P	P	P	P	P	P		P
Soledad - Vacant	-	-	-	-	-	-		-
Marzette Henderson, Monterey Salinas Transit <i>(Michelle Overmeyer)</i>	P	P(A)	P	P	E	P		P
Mark Chaffey, Velo Club of Monterey <i>(Alex Capelli)</i>	P	P	P	P	P	E		P
N. County Recreation & Park District - Vacant	-	-	-	-	-	-		-
Salinas Public Works - Vacant	-	-	-	-	-	-		-
Monterey County Public Works – Vacant	-	-	-	-	-	-		-
Caltrans - District 5 - Vacant	-	-	-	-	-	-		-
AMBAG <i>(Will Condon)</i>	P(VC)	-	-	A	A	A		A
CSUMB -vacant	-	-	-	-	-	-		-

E – Excused  
P(A) – Alternate  
A - Absent  
VC – Video Conference  
TC – Teleconference

<b>TRANSPORTATION AGENCY STAFF</b>	<b>JAN 24</b>	<b>FEB 24</b>	<b>MAR 24</b>	<b>APR 24</b>	<b>MAY 24</b>	<b>JUN 24</b>	<b>AUG 24</b>	<b>SEP 24</b>
Doug Bilse, Principal Engineer	-	P	P	A	A	A		-
Amelia Conlen, Senior Transportation Planner				P	A	A		-
Ariana Green, Principal Transportation Planner	A	A	A	A	P(VC)	A		-
Alissa Guther, Transportation Planner	-	P (VC)	P(VC)	P(VC)	P(VC)	A		-
Aaron Hernandez, Transportation Planner	-	P	P(VC)	P	P	P		-
Maria Montiel, Administrative Assistant	P	P	P	P	P	P		P
Ariadne Sambrano, Transportation Planner	P	P	P	P	P	P		P
Janneke Strause, Associate Transportation Planner	P	E	A	A	A	A		A
Christina Watson, Director of Planning	P	P	P	P	P	P		P
Mike Zeller, Director of Proqraming and Project Delivery	A	A	A	A	P(VC)	A		-
<b>OTHERS PRESENT:</b>								
Nathalie Gomez	District 3 Alternate	Andrew Easterling		City of Monterey				
Hans Hoffman Jr (VC)	Public							

1. Chair Martin Wegenstein called the meeting to order at 6:00 p.m. A quorum was established, and Maria Montiel took roll call.

2. **PUBLIC COMMENTS**

Hans Hoffman noted that signage is needed on Reservation Road.

3. **BEGINNING OF CONSENT AGENDA**

**M/S/C** Novo/ Johnson  
 Abstained: Martin Wegenstein

3.1 Approved minutes of the Bicycle and Pedestrian Facilities Advisory Committee meeting of June 5, 2024.

**END OF CONSENT AGENDA**

**4. DEL MONTE/ CASA VERDE REC TRAIL INTERSECTION IMPROVEMENT PROJECT**

The Committee received a presentation on the construction phase of the Del Monte/Casa Verde Recreational Trail Intersection Improvement Project and provided feedback to City of Monterey staff on construction planning and community impact.

Andrew Easterling, Engineer at the City of Monterey reported that the Del Monte/ Casa Verde Recreational Trail Intersection Improvement Project was initiated following concerns raised by the Del Monte Beach Neighborhood regarding the safety and functionality of this crossing. He noted that the project addresses critical safety concerns for all modes of transportation at a high-traffic intersection that connects residential areas, schools, and commercial zones. In conclusion Mr. Easterling noted that extensive community outreach, including a virtual public meeting and a dedicated project webpage, gathered input on the design.

The Committee had the following comments and input on the Del Monte/Casa Verde Recreational Trail Intersection Improvement Project:

- Consider reaching out to Bay View Academy school
- Consider setting back the bike bollards from any turns on trails
- Consider reaching out to the Naval Post Graduate School
- Consider having safety measures for all ages
- Consider yellow or orange paint for crosswalks visibility
- Consider having enough crosswalk time to get across
- Consider scooters and skaters
- Consider having more education



## 5. **MOVING WITH PURPOSE – VIDEO INTERVIEW SAMPLES**

The Committee received a presentation on the Walk and Roll Testimonials Project and provided feedback to Transportation Agency staff.

Ariadne Sambrano, Transportation Planner, reported that the Moving with purpose Project captures and shares personal stories from the Monterey County community that highlight the experiences and challenges of those who walk or bike in their daily lives. She noted that the testimonials from Greg Hamer and Nathalie Gomez showcase varied experiences and provide key insights for promoting active transportation.

The Committee had the following comments and feedback on the Moving with purpose Project:

- Consider close captioning
- Consider interviewing bicyclist at trails in the moment
- Consider having interviewers on their bikes
- Consider audio quality keep in mind outdoors the wind can make it hard to hear interviewer
- Consider asking one question so bicyclists can provide more context to a question
- Consider having the interviewers voice included in the video
- Consider interviewing Kevin Phillips he might have an interesting story
- Consider exploring the TikTok media platform
- Consider other languages like Spanish
- Liked the script video caption
- Consider interviewing all modes of transportation walking, biking, skating and on scooters
- Recommended looking at other video interview examples that are trending online

## 6. **LEGISLATIVE UPDATE**

The Committee received an update on state legislative issues.

Christina Watson, Director of Planning, reported an update on state legislative activities. Ms. Watson went over the Bills of particular interest to the Bicycle and Pedestrian Facilities Advisory Committee that are still moving and have been updated as of August 2024, include the following:

- SB 960 (Wiener) Transportation: planning: complete streets facilities: transit priority facilities - As amended July 3, this bill would require Caltrans to adopt a transit priority policy to guide the implementation of transit priority facilities on the state highway system. She noted that TAMC has a support position on this bill.

- SB 1216 (Blakespear) Transportation projects: Class III bikeways: prohibition - As amended on July 3, this bill prohibits an agency from installing a sharrow on a highway where bicycle travel is permitted that has a posted speed limit greater than 30 mph and prohibits CTC from adding a project that creates a Class III bikeway or a sharrow to the program of projects. This bill is similar to AB 2290; TAMC has a watch position on this bill.

Committee member Jeff Wridt noted that sharrows are mostly everywhere over 35 mph. Christina Watson replied that committee members can send letters (as individuals, not representing the TAMC BPC) to the Governor with concern about SB 1216 (Blakespear), the bill that would prohibit sharrows on a road with a speed greater than 30 mph.

## **7. ANNOUNCEMENTS AND/OR COMMENTS**

Committee Member Eric Petersen announced that the Sand City Race was well done.

Committee Member Katie Stern announced that the West End Celebration bike valet was great, and no spots were available.

Committee Member Ralph Wege expressed concerns on the class 3 e-bikes and noted that speeds on rec trail are bad.

Committee member Marzette Henderson announced the Coastal Commission Hearing for SURF! Project will be held on September 12.

Committee Member Ernie Gallardo announced the Safe Routes to School in Greenfield.

Mari Lunch, Public announced the following:

- Take a Kid Mountain Biking Day Oct 4
- Salinas Ciclovía, October 6
- King City Ciclovía, October 13

## **8. ADJOURNMENT**

Chair Wegenstein adjourned the meeting at 7:26 p.m.

**Memorandum**

**To:** Bicycle and Pedestrian Facilities Advisory Committee  
**From:** Theresa Wright, Community Outreach Coordinator  
**Meeting Date:** October 2, 2024  
**Subject:** Transportation Excellence Awards

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**RECOMMENDED ACTION:**

**RECEIVE** the call for nominations for the 23rd Annual Transportation Excellence awards to honor individuals, businesses, groups or projects for their efforts to improve the transportation system in Monterey County.

**SUMMARY:**

The Transportation Agency for Monterey County would like to encourage and appreciate the efforts made by Monterey County residents, businesses and employees to improve transportation in the county by awarding Transportation Excellence Awards.

**FINANCIAL IMPACT:**

None.

**DISCUSSION:**

With the Transportation Excellence Awards, the Transportation Agency shows its appreciation to the local community for its outstanding efforts to improve transportation in Monterey County. The program has award categories for individuals, businesses/groups, and programs or projects. Examples of potential awards include but are not limited to:

- Projects that exemplify TAMC's mission to develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County.
- Innovative activities that promote safer or more efficient use of the local transportation network.
- Citizens or organizations that have made significant efforts to inform and educate the public about transportation issues.
- Successful efforts to improve transit services and encourage the use of commute options as alternatives to driving alone.
- Transportation employees who excel at their jobs and go the extra mile to improve our transportation system.

The nomination form is attached to this staff report and is also available on the Transportation Agency website. Committee members are encouraged to distribute nomination forms and submit nominations. The form can be submitted online, mailed to Transportation Agency offices or emailed to Theresa Wright (at [theresa@tamcmonterey.org](mailto:theresa@tamcmonterey.org)). The deadline for nominations is December 6, 2024. The Transportation Agency Executive Committee will select the awards recipients at its January 2025

meeting, and the awards ceremony will take place during the regular January 22, 2025, Transportation Agency Board meeting.

**ATTACHMENTS:**

1. Transportation Excellence Awards Nomination Form 2024

**WEB ATTACHMENTS:**



**Transportation Excellence Awards**

**Awards Program Nomination form** (Please fill out form completely)

**1. Name of Nominee**

Give name and address of individual (provide title), firm, group, or organization.

Nominee: \_\_\_\_\_

Category: (circle one)      **Individual**      **Business/Group**      **Program**      **Project**

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_

If Nominee is a firm, group or organization, provide contact name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**2. Description:**

Describe the individual, business, group, program or project that is being nominated. Include any specific information that may apply, such as the number of people who worked on the project, number of hours spent on the project, number of people served or affected, cost to those served, and annual cost of operation. Indicate whether the nominee is a volunteer or paid. Enclose any photographs or other materials that will contribute additional information to the nomination. Use extra pages as needed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Date or duration of program:**

When did this program take place? When was it completed? If ongoing, when did it start?

\_\_\_\_\_  
 \_\_\_\_\_

**4. Significance/Result:**

State how this person, group or project has contributed to improving transportation in Monterey County in current calendar year. Describe the impact on those served and value created by this activity, as well as any savings provided to users, taxpayers or providers by the nominee. Use extra pages as needed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Person Submitting Nomination:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Please return by **noon, December 6, 2024** via online, fax: 831-775-0897; email: Theresa@tamcmonterey.org; or mail to: Transportation Agency for Monterey County, Attn: Theresa Wright, 55-B Plaza Circle, Salinas CA, 93901. For additional information, please call 831-775-4403.

## Memorandum

**To:** Bicycle and Pedestrian Facilities Advisory Committee  
**From:** Ariadne Sambrano, Transportation Planner  
**Meeting Date:** October 2, 2024  
**Subject:** **Monterey County Zero Emissions Shared Mobility Study**

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### **RECOMMENDED ACTION:**

**RECEIVE** a presentation on the Monterey County Zero Emissions Shared Mobility Study and **PROVIDE** feedback to County of Monterey staff.

### **SUMMARY:**

The Monterey County Zero Emissions Shared Mobility Study aims to identify and evaluate innovative zero-emissions shared mobility solutions to meet transportation needs throughout the county. The study will develop sustainable and equitable solutions, including zero-emission carsharing, carpooling, bike/scooter sharing, and enhanced public transit.

### **FINANCIAL IMPACT:**

The County of Monterey received a Sustainable Communities Competitive Grant for fiscal year 2022-23 to fund this effort.

### **DISCUSSION:**

The Monterey County Zero Emissions Shared Mobility Study is designed to address transportation challenges in the county by promoting clean mobility alternatives and reducing the reliance on single-occupancy vehicles. The County of Monterey-led project will gather input from regional stakeholders, local residents, and employers to identify transportation needs, especially for underserved communities like low-income Latino populations, farmworkers, and hospitality employees. Through surveys, public forums, and stakeholder engagement, the project will evaluate potential shared mobility solutions that can reduce vehicle miles traveled and improve transportation access.

Key components of the study include:

- Zero Emissions Vehicle (ZEV) carsharing,
- ZEV carpooling and vanpooling,
- Bike and scooter sharing,
- Improved access to transit, and
- Enhanced public transit services.

The study will also assess existing regional transportation networks, congestion issues, and current mobility gaps in the county. Extensive outreach will be conducted to ensure that proposed solutions are tailored to the diverse geography and demographics of Monterey County. Recommendations will focus on providing affordable, sustainable, and equitable transportation options, particularly for

farmworkers and hospitality employees, and will align with broader county efforts to reduce greenhouse gas emissions and adapt to climate change.

The study will build upon previous efforts, such as:

- MST 2020 Comprehensive Operational Analysis,
- TAMC 2018 Active Transportation Plan,
- Central Coast ZEV Strategy, and
- Various local climate action plans.

County of Monterey staff invites committee members to actively participate in the planned listening sessions, advisory groups, and community forums, offering input and assisting in the dissemination of the survey when it goes live. Additionally, the Bicycle and Pedestrian Committee will play a key role in providing feedback, ensuring the study addresses the transportation needs of Monterey County, and helping with outreach efforts.

**ATTACHMENTS:**

None

**WEB ATTACHMENTS:**

**Memorandum**

**To:** Bicycle and Pedestrian Facilities Advisory Committee  
**From:** Doug Bilse, Principal Engineer  
**Meeting Date:** October 2, 2024  
**Subject:** **Review of Project Delivery Stages and Community Engagement**

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**RECOMMENDED ACTION:**

**RECEIVE** a presentation by staff reviewing the typical stages of a capital project, including the need for community engagement.

**SUMMARY:**

Many agencies in Monterey County manage numerous capital projects that have the potential to improve bike and pedestrian service. Staff will make a presentation on the project delivery stages and strategies used to engage the community as the project gets ready for construction.

**FINANCIAL IMPACT:**

Incorporating pedestrian and bicycle features into a project can often be achieved at a marginal cost. Other times, these features cannot be added to a project without significantly increasing the cost, adding unexpected environmental review or expanding the scope of work beyond the limits of the project's purpose and need. In some cases, the funding source may not allow for these additional features and associated costs. Agencies must balance the needs of all roadway users against limited resources available to fund these projects.

**DISCUSSION:**

Staff will review the typical stages of project delivery for capital projects. This presentation will highlight how the project manager can enhance community engagement. The project scope of work can be revised at key stages. Staff will review strategies stakeholders and advocates can use to address pedestrian and bike issues. The effective implementation of these desired outcomes must be balanced by the agency's limited resources and constraints associated with funding sources. For example, a road pavement project may be funded by a source that does not allow the project to obtain property for the right-of-way required to add a sidewalk or bike lane.

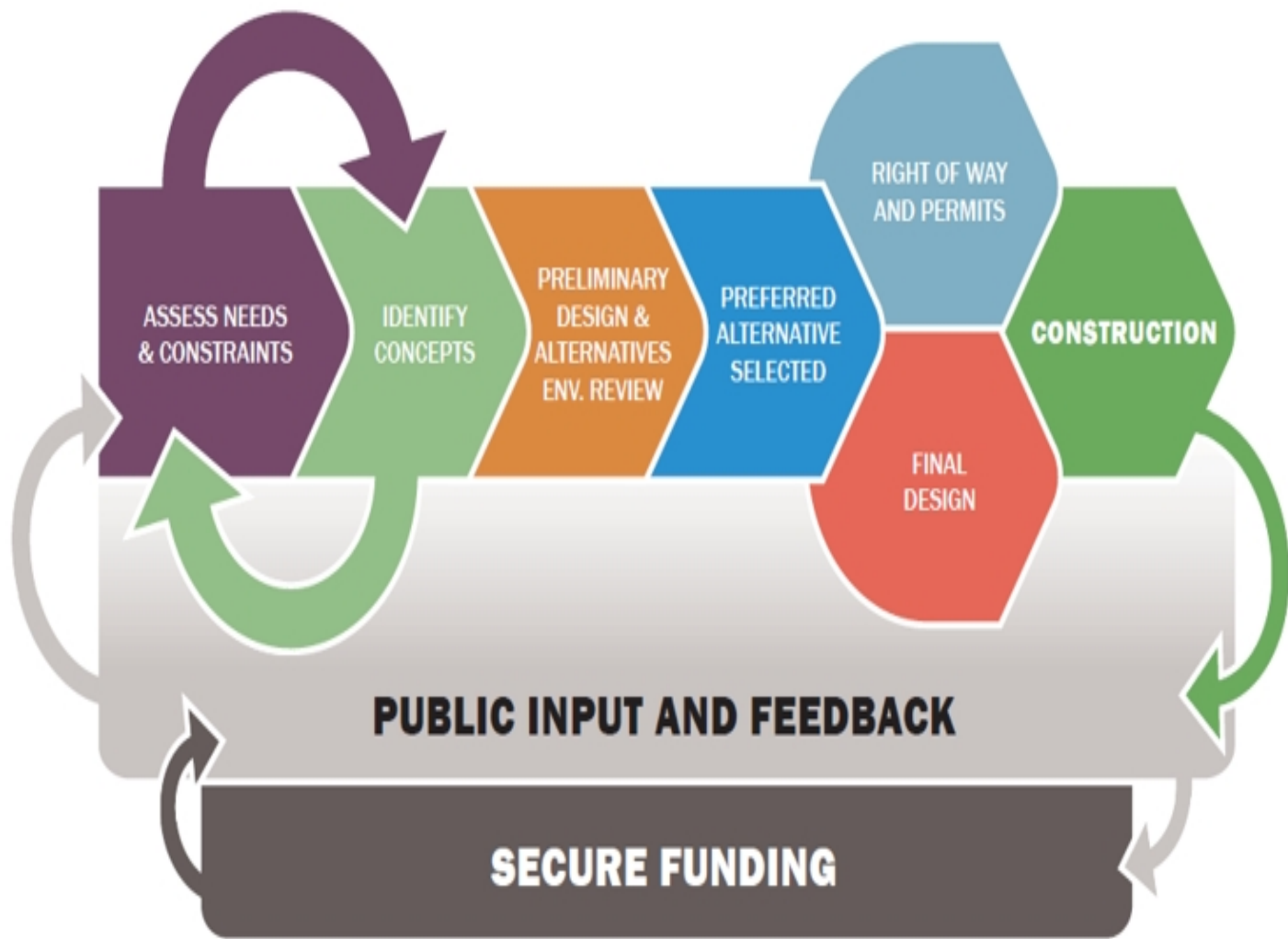
**ATTACHMENTS:**

1. Project Delivery Stages

**WEB ATTACHMENTS:**



# STAGES TO DELIVERING PROJECTS



**Memorandum**

**To:** Bicycle and Pedestrian Facilities Advisory Committee  
**From:** Aaron Hernandez, Transportation Planner  
**Meeting Date:** October 2, 2024  
**Subject:** Title VI & Language Assistance Plan

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**RECOMMENDED ACTION:**

**RECEIVE** presentation on TAMC Title VI and Language Assistance Plan for 2024-2027, and **COMPLETE** the Title VI committee representation survey.

**SUMMARY:**

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities. As a recipient of federal funds, TAMC is required to prepare a Title VI Program and Language Assistance Plan to establish a policy of nondiscrimination.

**FINANCIAL IMPACT:**

Receipt of federal funding is contingent on adoption of a Title VI Program and Language Assistance Plan. Staff time required to implement the Title VI Program and Language Assistance Plan was budgeted under the Transportation Development Act administration.

**DISCUSSION:**

Title VI of the Civil Rights Act of 1964 is a federal statute that prohibits recipients of Federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates federal funding agencies to enforce statutory compliance. Pursuant to Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP), LEP persons are entitled to language assistance under Title VI of the Civil Rights Act of 1964. Federal assistance recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities.

The Federal Transit Administration's (FTA) guidelines for Caltrans, as a recipient of FTA funding assistance, require sub-recipients of Caltrans Planning Grants to submit a Title VI Plan to FTA every three years. As a Caltrans grant sub-recipient and as the Regional Transportation Planning Agency for Monterey County, the Transportation Agency is required to comply with FTA requirements associated with the use of these funds.

The Transportation Agency's Title VI Program and Language Assistance Plan provides guidance on administration and management of Title VI related activities. The Transportation Agency's Title VI Program and Language Assistance Plan includes the following:

- The definition and significance of Title VI and Limited English Proficiency
- The Transportation agency's commitment to meeting the statutory and reporting requirements

of Title VI

- A public participation plan, demographic profile and a summary of outreach efforts for Monterey County
- The Language Assistance Plan, including an analysis of the potential number of Limited English Proficiency persons served by the Transportation Agency's programs and projects, the frequency with which staff contact Limited English Proficiency persons, the significance of programs to Limited English Proficiency persons, and the services available to Limited English Proficiency persons
- Language Assistance Plan Implementation strategies
- Title VI complaint process and forms

Staff is currently updating the Agency's Title VI Plan to reflect updated demographic data and new information on the strategies for reaching Monterey County's LEP community. The updated plan details resources the Agency has access to and the outreach strategies employed to reach the LEP community.

Updated demographic data on language the following safe harbor languages: Spanish and Tagalog. Safe Harbor languages are those that meet the threshold of 5% or 1,000 persons, whichever is less, of the total population eligible to be served or likely to be affected or encountered by the Agency that speak English "less than very well" according to the U.S. Census.

The Agency is required to have vital documents available in each of these languages. Vital documents are generally those that affect access to, retention in, or termination or exclusion from a program, service or benefit. Examples of vital documents include the Title VI complaint forms and written notices of rights. In addition to providing translation of vital documents in the safe harbor languages, the agency is required to provide materials in alternative languages if requested. The agency has access to an on-call interpretation service and document translation services.

As a reporting requirement, the Agency is required to include a table reflecting non-elected committee member race/ethnicity demographics. Committee members are strongly encouraged to complete a survey on race/ethnicity, which will be electronically provided during the Committee meeting and is alternatively linked to this report as a **web attachment**.

The updated Title VI Plan is scheduled for TAMC Board approval at their December 4, 2024 meeting.

**ATTACHMENTS:**

None

**WEB ATTACHMENTS:**

Survey Link: <https://publicinput.com/titlevirep>  
[2024 Title VI Program and Language Assistance Plan](#)