
Appendix B: Public Participation Practices by Agency

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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	Notification sent to distribution list and interested parties when packet posted on web	Packet mailed to Board of Directors and major libraries.	--	Meetings are held throughout the tri-county region, but are usually held at the Marina Library, 190 Seaside Ave, Marina, CA 93933
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 if 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 Facebook 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 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)	http://www.ambag.org/programs-services/planning/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	Packet mailed to Board of Directors and major libraries.	Meetings are televised and rebroadcast through Access Monterey Peninsula TV (Channel 24)	Meetings are generally held in Salinas at the County of Monterey Agricultural Center
Transportation Agency Actions	Approves plans, programs, projects, Agency studies and funding actions	Agenda and minutes are posted on the webpage. Significant actions summarized are in "What's New" page.	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	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 or input	None	—
Transportation Agency Committees	Monthly meetings (No meetings scheduled in July)	Packets posted to Agency website	Packets emailed to committee members, notification about packet availability emailed to interested parties	Packets mailed to committee members	None	--
Measure X Citizens Oversight Committee	Meets quarterly in January, April, July and October	Packets and minutes posted to Agency website	Notification sent to distribution list and interested parties when packet posted on web		None	Generally two meetings are held on the Monterey Peninsula at the Marina Branch Library and two are held in Salinas at the County of Monterey Agricultural Center.
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	--

E-newsletter subscriptions							
Social Media	Agency Facebook page is 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	--	

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
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 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
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, 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)	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
Social Media	Several times a week	Post 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.	--
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