



## **AMBAG EXECUTIVE/FINANCE COMMITTEE AGENDA**

**DATE:** May 13, 2020

**TIME:** 4:45 pm

**LOCATION:** Conference Call  
Dial-In Number: (605) 475-4700  
Access Code: 203466#

The AMBAG Executive/Finance Committee meeting will NOT be held at the Marina Library, Community Room, 190 Seaside Circle, Marina, CA 93933 as originally scheduled in light of Governor Newsom’s State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the shelter in place directive. The meeting will be conducted conference call. The AMBAG Executive/Finance Committee members will participate in the meeting from individual remote locations. We apologize in advance for any technical difficulties.

Members of the public will need to attend the meeting remotely via Conference call.

Persons who wish to address the AMBAG Executive/Finance Committee on an item to be considered at this meeting are asked to submit comments in writing at [info@ambag.org](mailto:info@ambag.org) by 5:00 PM, Tuesday, May 12, 2020. The subject line should read “Public Comment for the May 13, 2020 Executive/Finance Committee Meeting”. The agency clerk will read up to 3 minutes of any public comment submitted.

To participate via Conference Call, please use the conference call dial-in information provided.

If you have any questions, please contact Ana Flores, Senior Executive Assistant at [aflores@ambag.org](mailto:aflores@ambag.org) or at 831-883-3750.

- 
1. Call to Order
  2. Roll Call

**3. Public Comment**

**(A maximum of three minutes on any subject not on the agenda)**

**4. Consent Agenda**

**Recommended Action: APPROVE**

**Note:** Action listed for each item represents staff recommendation. The Executive/Finance Committee may, at its discretion, take any action on the items listed in the agenda.

**A. Draft Minutes of the February 12, 2020 Meeting**

Approve the draft minutes of the February 12, 2020 meeting. (Page 3)

**B. List of Warrants as of March 31, 2020**

Accept the list of warrants. (Page 7)

**C. Accounts Receivable as of March 31, 2020**

Accept the accounts receivable. (Page 9)

**5. Financial Update Report**

**Recommended Action: INFORMATION**

**-Maura F. Twomey, Executive Director**

Receive the financial update report which provides an update on AMBAG's current financial position and accompanying financial statements. (Page 11)

**6. Draft FY 2020-21 Monterey Bay Region Overall Work Program (OWP) and Budget**

**Recommended Action: INFORMATION**

**-Maura F. Twomey, Executive Director**

Receive a report from Maura F. Twomey, Executive Director. (Page 17)

**7. Other Items**

**8. Adjournment**

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. If you have a request for disability-related modification or accommodation, including auxiliary aids or services, contact Ana Flores, AMBAG, 831-883-3750, or email [aflores@ambag.org](mailto:aflores@ambag.org) at least 48 hours prior to the meeting date.

**DRAFT**  
**EXECUTIVE/FINANCE COMMITTEE MEETING**

**Marina Library  
Community Room  
190 Seaside Circle  
Marina, CA 93933**

**February 12, 2020**

**Minutes**

**1. Call to Order**

The meeting was called to order by President Funk at 5:04 p.m.

**2. Roll Call**

**Present:** Directors Freeman, Funk, McShane and Petersen

**Absent:** Directors McPherson and Smith

**Others Present:** Maura Twomey, Executive Director, Errol Osteraa, Director of Finance and Administration; and Heather Adamson, Director of Planning

**3. Public Comments**

There were no comments from the public.

**4. Consent Agenda**

The following items were enclosed: 1) the minutes of the November 13, 2019 meeting; 2) warrants as of November 30, 2019; and 3) accounts receivable as of November 30, 2019.

**Motion made by Director Petersen seconded by Director Freeman to approve the consent agenda. The motion passed unanimously.**

**5. Financial Update Report**

Errol Osteraa, Director of Finance and Administration, gave a report on AMBAG's current financial position. The accompanying financial statements were also discussed.

**6. Draft 2020 Regional Growth Forecast**

Heather Adamson, Director of Planning gave a brief report on the draft 2020 Regional Growth Forecast. Brief discussion followed.

**7. Other Items**

The Executive/Finance Committee discussed potential informational topics to be agenized for future AMBAG Board of Directors meetings.

**8. Adjournment**

The meeting adjourned at 5:32 p.m.

**DRAFT**  
**AMBAG EXECUTIVE/FINANCE COMMITTEE MEETING**  
**ATTENDANCE & VOTING RECORD**

MEETING DATE: February 12, 2020

Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)						
MEMBER	AMBAG REP	Attendance	Item# 4 Consent	--	--	--
Capitola	Kristen Petersen	X	Y	-	-	-
Gonzales	Scott Funk	X	Y	-	-	-
Monterey	Ed Smith	AB	-	-	-	-
Salinas	Steve McShane	X	Y	-	-	-
San Juan Bautista	John Freeman	X	Y	-	-	-
County of Santa Cruz	Bruce McPherson	AB	-	-	-	-

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AMBAG  
Check Register  
March 2020

Date	Check Number	Name	Description	Amount
03/02/2020	EFT	Pers Retirement	Retirement Contributions 2-16-2020 thru 2-29-2020 - Classic	8,020.59
03/02/2020	EFT	Pers Retirement	Retirement Contributions 2-16-2020 thru 2-29-2020 - PEPPA	2,182.63
03/06/2020	28800	Amaury Berteaud	Expense Reimbursement for February 2020	253.17
03/06/2020	28801	Anthem Blue Cross of California	Small Group Life Insurance Coverage 4-01-20 to 05-01-20	341.25
03/06/2020	28802	Bobbie Grant	Mileage Reimbursement for November - February 2020	47.96
03/06/2020	28803	Caliper Corporation - WE 257	Supra-Regional ABM Framework Project Work for January 1-31, 2020	61,072.50
03/06/2020	28804	Caltronics Business Systems, Inc	Copier Usage Bill for 1/22/20 - 02/21/20	625.80
03/06/2020	28805	ESA, Inc.	Central Coast Highway 1 Climate Resiliency Study 1/1/20 to 1/31/20	10,721.26
03/06/2020	28806	Heather Adamson	Reimbursement for Expenses for February 2020	251.71
03/06/2020	28807	Maura Twomey.	Expense Reimbursement for February and March 2020	33.10
03/06/2020	28808	MILS	Central Coast Hwy 1 Climate Resiliency Study Services 10/01/19 - 12/31/19	7,952.90
03/06/2020	28809	Monterey Computer Corporation, Inc.	IT Support Services for March 2020	1,167.00
03/06/2020	28810	Perry and Freeman	Legal Services for March 2020	1,125.00
03/06/2020	28811	Pitney Bowes Inc. - Machine Rental	Lease Postage Meter from December 30, 2019 - March 29, 2019	314.69
03/06/2020	28812	Planeteria Media	Website Development and Maintenance - February 2020	1,500.00
03/06/2020	28813	Population Reference Bureau (PRB)	For Forecast Related Services Completed in January 2020	2,106.22
03/06/2020	28814	Rayne Water, Inc.	Water for the Period of 03/01/2020 through 03/31/2020	64.09
03/06/2020	28815	Register-Pajaronian	Public Notice Ad for 2/27/20 Public Workshop Central Coast Hwy 1 Climate Resi...	92.10
03/06/2020	28816	The Nature Conservancy	Central Coast Highway 1 Climate Resiliency Study 10/1/2019 - 12/31/2019	2,477.53
03/06/2020	28817	U.S. Postal Service	12 Month Renewal PO Box 2453	106.00
03/06/2020	28818	Verizon Wireless, Inc	Broadband Account for Broadband Devices and iPads New Plan	234.68
03/06/2020	EFT	Pers Retirement	March Pmt for Annual Unfunded Accrued Liability as of 06/30/2017 Valuation - Classic	12,683.18
03/06/2020	EFT	Pers Retirement	March Pmt for Annual Unfunded Accrued Liability as of 06/30/2017 Valuation - PEPPA	211.57
03/12/2020	28819	AT&T (FAX Line)	Fax Line Billed in Advance From 03/02/20 - 04/01/20	95.08
03/12/2020	28820	BOD - Alan Haffa	BOD Meeting 3/11/2020	50.00
03/12/2020	28821	BOD - Bobby Richards	BOD Meeting 3/11/2020	50.00
03/12/2020	28822	BOD - Bruce McPherson	BOD Meeting 3/11/2020	50.00
03/12/2020	28823	BOD - Carlos Victoria	BOD Meeting 3/11/2020	50.00
03/12/2020	28824	BOD - Carol Lenoir	BOD Meeting 3/11/2020	50.00
03/12/2020	28825	BOD - Derek Timm	BOD Meeting 3/11/2020	50.00
03/12/2020	28826	BOD - Greg Caput	BOD Meeting 3/11/2020	50.00
03/12/2020	28827	BOD - John Freeman	BOD Meeting 3/11/2020	50.00
03/12/2020	28828	BOD - John Phillips	BOD Meeting 3/11/2020	50.00
03/12/2020	28829	BOD - Jon Wizard	BOD Meeting 3/11/2020	50.00
03/12/2020	28830	BOD - Lance Walker	BOD Meeting 3/11/2020	50.00
03/12/2020	28831	BOD - Louise Goetzelt	BOD Meeting 3/11/2020	50.00
03/12/2020	28832	BOD - Mark Medina	BOD Meeting 3/11/2020	50.00
03/12/2020	28833	BOD - Mary Adams	BOD Meeting 3/11/2020	50.00
03/12/2020	28834	BOD - Steve McShane	BOD Meeting 3/11/2020	50.00
03/12/2020	28835	Iron Mountain, Inc.	Offsite Document Storage Fee for February 2020	48.70
03/12/2020	28836	VISA Mechanics Bank - 1628	Supplies, Recorder, Gatekeepers, Recruitment, Go-To Meeting & Road Svc. Subscription, Car Maint., Event Registration	2,722.71
03/12/2020	28837	VISA Mechanics Bank - 3667	Travel Related Expenses, Storage	749.46
03/15/2020	EFT	Paychex, Inc.	Net Payroll and Taxes for Period Ending 3/15/2020	70,900.07
03/19/2020	EFT	Pers Retirement	Retirement Contributions 3-1-2020 thru 3-15-2020 - Classic	8,020.59
03/19/2020	EFT	Pers Retirement	Retirement Contributions 3-1-2020 thru 3-15-2020 - PEPPA	2,182.63
03/24/2020	28838	Amaury Berteaud	Expense Reimbursement for March 2020	155.17

AMBAG  
Check Register  
March 2020

Date	Check Number	Name	Description	Amount
03/24/2020	28839	AT&T (Silver Cloud VoIP 2019)	Monthly Charges for VoIP Lines (Main Line, Staff Lines) and Fiber MIS - 3/11/20 - 4/10/20	534.08
03/24/2020	28840	Bobbie Grant	Mileage Reimbursement for March 2020	37.43
03/24/2020	28841	Comcast - Monterey	High Speed Internet for 03/22/2020 - 04/21/2020	336.16
03/24/2020	28842	Costco Wholesale Membership	May 2020-2021 Membership Renewal	60.00
03/24/2020	28843	Delta Dental Plan of California	April 2020 Dental Premiums	1,383.75
03/24/2020	28845	Errol Osteraa	Expense Reimbursement for GFOA Online Training - ADA Website & Document Compliance	85.00
03/24/2020	28846	Gina Schmidt	Expense Reimbursement for GFOA Online Training - ADA Website & Document Compliance	160.00
03/24/2020	28847	Jobs Available, Inc.	Annual subscription to publication 2019-2020	45.00
03/24/2020	28848	MetLife - Group Benefits	April 2020 Disability Insurance Premium	324.62
03/24/2020	28849	Monterey Bay Air Resources District	April 2020 Rent	5,968.00
03/24/2020	28850	Monterey Computer Corporation, Inc.	IT Support Services for April 2020	1,167.00
03/24/2020	28851	Office Depot Credit Plan	Office Supplies	101.26
03/24/2020	28852	Perry and Freeman	Legal Services for April 2020	1,125.00
03/24/2020	28853	Shell Small Business	Fuel Cost 03/04/20 - 03/12/20	92.61
03/24/2020	28854	Staples Credit Plan, Inc.	Office Supplies	517.14
03/24/2020	28855	Valero, Inc.	Fuel Costs March 12, 2020	22.70
03/24/2020	28856	Vision Service Plan, Inc. (VSP)	April 2020 Premium	259.10
03/24/2020	EFT	Pers Health Benefit	Health Coverage April 2020	9,872.73
03/31/2020	EFT	Paychex, Inc.	Net Payroll and Taxes for Period Ending 3/31/2020	72,729.12
<b>Total</b>				<b>\$ 294,030.04</b>



**AMBAG**  
**A/R Aging Detail**  
As of March 31, 2020

Date	Num	Name	Memo	Due Date	Aging	Open Balance	Paid	
03/31/2020	4027	PG & E-CEE Invoice Desk	All AMBAG	03/31/2020		59,323.26		
03/31/2020	4031	RAPS A/R	ALL AMBAG	03/31/2020		1,069.08		
03/31/2020	4032	RAPS A/R	ALL AMBAG	03/31/2020		3,057.63		
03/31/2020	4030	Caltrans. D5	Caliper \$76,042.50, ESA \$10,038.17, PRB \$2,835.35, Rincon \$1,716.77, The Sohagi Law Group \$105.00	04/30/2020		247,604.23		
02/29/2020	4028	Caltrans. D5	Caliper \$39,357.50, ESA \$5,419.64, PRB \$635.08, Rincon \$3,846.14, Rincon \$2,675.25, Rincon \$6,545.85	03/30/2020	1	221,837.55	✓	
02/29/2020	4026	PG & E-CEE Invoice Desk	All AMBAG	02/29/2020	31	36,037.13	✓	
02/29/2020	4029	RAPS A/R	ALL AMBAG	02/29/2020	31	3,571.76		
Total Receivables							\$ 572,500.64	
Less Contractor Receivables							\$ 139,891.15	
Net AMBAG Receivables							\$ 432,609.49	

✓ Reflects payments received subsequent to March 31, 2020.

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**MEMORANDUM**

**TO:** Executive/Finance Committee

**FROM:** Maura F. Twomey, Executive Director

**RECOMMENDED BY:** Errol Osteraa, Director of Finance and Administration

**SUBJECT:** Financial Update Report

**MEETING DATE:** May 13, 2020

**RECOMMENDATION:**

Staff recommends that the Executive/Finance Committee receive the Financial Update Report.

**BACKGROUND/ DISCUSSION:**

The enclosed financial reports are for the 2019-2020 Fiscal Year (FY) and are presented as a consent item. The attached reports contain the cumulative effect of operations through March 31, 2020 as well as a budget-to-actual comparison. Amounts in the Financial Update Report are unaudited.

**FINANCIAL IMPACT:**

The Balance Sheet for March 31, 2020 reflects a cash balance of \$739,544.26. The accounts and contractors receivable balance is \$572,500.64, while the current liabilities balance is \$226,529.13. AMBAG has sufficient current assets on hand to pay all known current obligations.

Due to the implementation of Governmental Accounting Standards Board (GASB) Statement No. 68 in FY 2014-2015 and a restatement to Net Position for GASB Statement No. 82, AMBAG has a deficit Net Position in the amount of \$157,321.63. Although AMBAG's Balance Sheet as of March 31, 2020 reflects a deficit Net Position, AMBAG's Profit and Loss Statement reflects an excess of revenue over expense of \$46,603.46. As we make efforts to pay the outstanding pension liability, AMBAG's Net Position will continue to improve.

*Planning Excellence!*

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights**  
**For Period July 1, 2019 through March 31, 2020**

<b>Expenditures</b>	<b>Budget Through March 2020</b>	<b>Actual Through March 2020</b>	<b>Difference</b>
Salaries & Fringe Benefits	\$ 2,497,814.00	\$ 1,677,414.94	\$ 820,399.06
Professional Services	\$ 6,118,998.00	\$ 605,154.55	\$ 5,513,843.45
Lease/Rentals	\$ 68,250.00	\$ 61,355.11	\$ 6,894.89
Communications	\$ 18,600.00	\$ 13,744.45	\$ 4,855.55
Supplies	\$ 81,675.00	\$ 13,110.14	\$ 68,564.86
Printing	\$ 6,788.00	\$ 3,228.84	\$ 3,559.16
Travel	\$ 68,813.00	\$ 23,953.11	\$ 44,859.89
Other Charges	\$ 232,167.00	\$ 235,286.02	\$ (3,119.02)
<b>Total</b>	<b>\$ 9,093,104.00</b>	<b>\$ 2,633,247.20</b>	<b>\$ 6,459,857.84</b>
<b>Revenue</b>			
Federal/State/Local Revenue	\$ 9,119,789.00	\$ 2,679,850.66	\$ 6,439,938.34

Note: AMBAG is projecting a surplus, therefore budgeted revenues do not equal expenses.

**Revenues/Expenses (Budget to Actual Comparison):**

The budget reflects a linear programming of funds while actual work is contingent on various factors. Therefore, during the fiscal year there will be fluctuations from budget-to-actual.

Salaries and fringe benefits are under budget primarily due to positions that were vacant for portions of the fiscal year. In addition the Regional Early Action Planning Housing Program (REAP) providing \$7,931,311 in funding has been encumbered but has not been used.

Professional Services are under budget primarily due to the timing of work on projects performed by contractors. These projects include the Central Coast Highway 1 Climate Resiliency Study and the development of an Activity-Based Model (ABM) Framework for the Central Coast Supra-Region (AMBAG, SLOCOG and SBCAG). In addition, work has begun on the 2045 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). These projects are in various phases of completion. In addition the Regional Early Action Planning Housing Program (REAP) providing \$7,931,311 in funding of which a large portion will pass through to partner agencies, has not started this process.

Since AMBAG funding is primarily on a reimbursement basis, any deviation in expenditure also results in a corresponding deviation in revenue. Budget-to-actual revenue and expenditures are monitored regularly to analyze fiscal operations and propose amendments to the budget if needed.

**COORDINATION:**

N/A

**ATTACHMENTS:**

1. Balance Sheet as of March 31, 2020
2. Profit and Loss: July 1, 2019 – March 31, 2020
3. Cash Activity for April, 2020

**APPROVED BY:**



Maura F. Twomey, Executive Director

AMBAG

Balance Sheet - Attachment 1

As of March 31, 2020

	<u>March 31, 2020</u>	<u>March 31, 2020</u>
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents		
Mechanics Bank - Special Reserve	300,327.74	735.13
Mechanics Bank - Checking	435,085.97	139,891.15
Petty Cash	500.00	85,902.85
LAIF Account	3,630.55	0.00
Total Cash and Cash Equivalents	<u>739,544.26</u>	<u>226,529.13</u>
Accounts Receivable		
Accounts Receivable	432,609.49	
Contractors Receivable	139,891.15	
Total Accounts and Contractors Receivable	<u>572,500.64</u>	
Other Current Assets		
Due from PRWFPA/RAPS	269.27	258,986.95
Prepaid Items	11,363.72	1,888,153.69
Total Other Current Assets	<u>11,632.99</u>	5,046.65
Total Current Assets	<u>1,323,677.89</u>	<u>2,256,549.35</u>
<b>Long-Term Assets</b>		
Net OPEB Asset	96,473.00	2,483,078.48
FY 2002-2003 Housing Mandate Receivable	82,186.00	
Allowance for Doubtful Accounts	(16,437.20)	
Deferred Outflows - Actuarial	533,833.49	
Deferred Outflows - PERS Contribution	272,963.59	
Total Long-Term Assets	<u>969,018.88</u>	
<b>Capital Assets</b>		
Capital Assets	188,031.36	(203,925.09)
Accumulated Depreciation	(154,971.28)	46,603.46
Total Capital Assets	<u>33,060.08</u>	<u>(157,321.63)</u>
<b>Total Assets</b>	<u><b>2,325,756.85</b></u>	<u><b>2,325,756.85</b></u>
<b>Liabilities &amp; Net Position</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		735.13
Contractors Payable		139,891.15
Employee Benefits		85,902.85
Mechanics Bank - Line of Credit		0.00
Total Current Liabilities		<u>226,529.13</u>
<b>Long-Term Liabilities</b>		
Deferred Inflows - Actuarial		258,986.95
Net Pension Liability (GASB 68)		1,888,153.69
OPEB Liability		5,046.65
Retainage Payable		21,632.06
Deferred Revenue		82,730.00
Total Long-Term Liabilities		<u>2,256,549.35</u>
Total Liabilities		<u>2,483,078.48</u>
<b>Net Position</b>		
Beginning Net Position		(203,925.09)
Net Income/(Loss)		46,603.46
Total Ending Net Position		<u>(157,321.63)</u>
Total Liabilities & Net Position		<u><b>2,325,756.85</b></u>

**Profit & Loss - Attachment 2**

July 2019 - March 2020

	<b>July 2019 - March 2020</b>
<b>Income</b>	
AMBAG Revenue	175,607.10
Cash Contributions	40,889.68
Grant Revenue	2,324,701.58
Non-Federal Local Match	138,652.30
<b>Total Income</b>	<b>2,679,850.66</b>
<b>Expense</b>	
Salaries	1,078,301.37
Fringe Benefits	599,113.57
Professional Services	605,154.55
Lease/Rentals	61,355.11
Communications	13,744.45
Supplies	13,110.14
Printing	3,228.84
Travel	23,953.11
Other Charges:	
BOD Allowances	5,600.00
BOD Refreshments/Travel/Nameplates/Dinner/Other	2,288.38
Workshops/Training	6,097.44
GIS Licensing/CCJDC Support	9,525.91
Energy Watch Travel/Classes/Events/Recruitment	1,608.57
SB1/MTIP/MTP/SCS/OWP/Public Participation Expenses	13,854.73
Recruiting	774.79
Climate Resiliency Study	615.39
Dues & Subscriptions	17,131.90
Depreciation Expense	12,969.58
Maintenance/Utilities	576.81
Insurance	25,320.22
Interest/Fees/Tax Expense	270.00
<b>Total Other Charges</b>	<b>96,633.72</b>
Non-Federal Local Match	138,652.30
<b>Total Expense</b>	<b>2,633,247.20</b>
<b>Net Income/(Loss)</b>	<b>46,603.46</b>

**AMBAG**  
**Cash Activity - Attachment 3**  
**For April 2020**

Monthly Cash Activity  
 AMBAG

	July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	March-20	April-20	May-20	June-20	TOTAL
<b>1. CASH ON HAND</b>													
[Beginning of month]	750,647.47	814,801.68	879,766.34	647,829.65	671,561.67	792,515.31	782,788.58	745,807.50	785,445.02	739,544.26	-	-	-
<b>2. CASH RECEIPTS</b>													
(a) AMBAG Revenue	174,298.77	10,033.84	11,434.86	1,699.19	1,624.86	27.83	7,977.20	14,730.83	30.88	-	-	-	221,858.26
(b) Grant Revenue	212,552.01	286,567.88	-	294,532.12	370,064.55	269,229.07	245,870.68	223,120.63	248,098.40	257,874.68	-	-	2,407,910.02
(c) Non-Federal Local Match	-	-	-	-	-	-	-	-	-	-	-	-	-
(d) Borrowing	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>3. TOTAL CASH RECEIPTS</b>	386,850.78	296,601.72	11,434.86	296,231.31	371,689.41	269,256.90	253,847.88	237,851.46	248,129.28	257,874.68	-	-	2,629,768.28
<b>4. TOTAL CASH AVAILABLE</b>	1,137,498.25	1,111,403.40	891,201.20	944,060.96	1,043,251.08	1,061,772.21	1,036,636.46	983,658.96	1,033,574.30	997,418.94	-	-	-
<b>5. CASH PAID OUT</b>													
(a) Payroll & Related *	253,898.83	176,987.84	178,879.35	200,519.92	180,487.53	184,368.61	225,988.92	104,992.25	189,437.54	108,452.83	-	-	1,804,013.62
(b) Professional Services	51,087.32	32,343.11	48,648.66	53,610.90	53,519.78	77,722.21	40,471.25	75,952.57	89,428.51	5,747.00	-	-	528,531.31
(c) Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
(d) Lease/Rentals	7,046.80	6,313.23	6,513.39	6,768.61	6,745.74	7,090.90	6,700.82	6,688.26	7,390.19	6,410.40	-	-	67,668.34
(e) Communications	2,267.51	1,813.13	1,075.58	1,839.15	649.27	1,898.67	2,242.83	1,101.41	1,200.00	1,579.72	-	-	15,667.27
(f) Supplies	2,366.56	1,212.45	915.14	3,555.06	560.92	1,203.91	1,093.87	558.74	1,819.37	252.01	-	-	13,538.03
(g) Printing	5.38	-	40.91	-	500.00	2,183.19	104.74	-	-	400.00	-	-	3,234.22
(h) Travel	2,275.72	2,854.74	2,121.67	1,731.51	4,958.08	3,083.90	1,969.10	3,003.86	2,046.54	2,612.95	-	-	26,658.07
(i) Other Charges	3,748.45	10,112.56	5,176.85	4,474.14	3,314.45	1,432.24	12,257.43	5,916.85	2,707.89	9,880.37	-	-	59,021.23
(j) Non-Federal Local Match	-	-	-	-	-	-	-	-	-	-	-	-	-
(k) Loan Repayment	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>6. TOTAL CASH PAID OUT</b>	322,696.57	231,637.06	243,371.55	272,499.29	250,735.77	278,983.63	290,828.96	198,213.94	294,030.04	135,335.28	-	-	2,518,332.09
<b>7. CASH POSITION</b>	814,801.68	879,766.34	647,829.65	671,561.67	792,515.31	782,788.58	745,807.50	785,445.02	739,544.26	862,083.66	-	-	-

Payroll & Related \*





**MEMORANDUM**

**TO:** Executive/Finance Committee

**FROM:** Maura F. Twomey, Executive Director

**RECOMMENDED BY:** Bhupendra Patel, Ph.D., Director of Modeling

**SUBJECT:** Draft FY 2020-21 Monterey Bay Region Overall Work Program (OWP) and Budget

**MEETING DATE:** May 13, 2020

**RECOMMENDATION:**

This is an informational item only.

**BACKGROUND/ DISCUSSION:**

The Fixing America's Surface Transportation Act (FAST Act) calls for the development of the Overall Work Program (OWP) and Budget by the federally designated Metropolitan Planning Organization (MPO). The Association of Monterey Bay Area Governments (AMBAG), as the federally designated MPO for the tri-county (Monterey, San Benito and Santa Cruz Counties) Monterey Bay Region, annually develops and maintains the OWP and Budget. Generally the Overall Work Program (OWP) and the AMBAG Budget are linked documents.

The Draft FY 2020-21 OWP is developed in consultation and coordination with the region's Regional Transportation Planning Agencies (RTPA), transit operators, Caltrans, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The Draft FY 2020-21 Overall Work Program (OWP) includes transportation and air quality related planning activities proposed for the Monterey Bay Region for the state fiscal year July 1, 2020 to June 30, 2021.

The Draft FY 2020-21 OWP incorporates the AMBAG Board adopted Overall Work Program priorities, as listed below.

- Modeling and Research,
- Planning and Forecasts,
- Sustainable Development Strategies, and;
- Collaborative Planning and Implementation.

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At the March 11, 2020 meeting, staff presented the Draft FY 2020-21 OWP and Budget for AMBAG Board review and comments. Following the meeting, staff provided the same draft document to Caltrans, FHWA and FTA for their review and comments. AMBAG staff incorporated the comments received from the state and federal agencies in this final Draft FY 2020-21 OWP, as appropriate. A synopsis of the Draft FY 2020-21 Overall Work Program and Budget is provided in the Attachment 3. The Draft FY 2020-21 OWP and Budget is separately enclosed with the agenda packet and also available to view or download from the AMBAG website at [www.ambag.org](http://www.ambag.org).

The Draft FY 2020-21 OWP and Budget presented at the March 11, 2020 AMBAG Board meeting included a 3.5% Cost of Living Adjustment (COLA) for AMBAG staff. Given the current economic uncertainty as a result of the COVID-19 pandemic, staff determined that it was fiscally prudent to eliminate the COLA from the final FY 2020-21 OWP and Budget. Although AMBAG does not anticipate any reductions in state or federal allocations at this time, this adjustment allows the agency to remain financially stable in the event of any significant program reductions.

Upon Board approval, the FY 2020-21 OWP will be forwarded to Caltrans, FHWA and FTA for their final approval.

#### **Draft FY 2020-21 AMBAG Budget**

Generally, the Overall Work Program (OWP) and the AMBAG Budget are linked documents. The AMBAG Draft FY 2020-21 Budget mirrors the activities and funding programmed in the Draft FY 2020-21 OWP. Staff provided the Draft FY 2020-21 AMBAG Budget at the March 11, 2020 Board of Directors meetings. The FY 2020-21 AMBAG draft Budget is balanced as required by the AMBAG bylaws.

#### **ALTERNATIVES:**

None.

#### **FINANCIAL IMPACT:**

The staff time to carryout draft OWP and Budget activities is funded through FHWA PL, FTA 5303 and other State and local funds as programmed in the approved FY 2020-21 OWP.

#### **COORDINATION:**

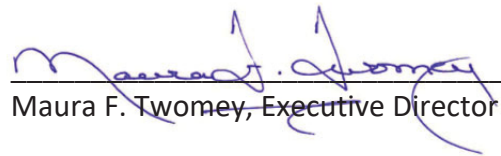
Preparation of the Draft FY 2020-21 OWP has been coordinated with Council of San Benito County Governments (SBtCOG), Monterey-Salinas Transit (MST), Santa Cruz County Regional Transportation Commission (SCCRTC), Santa Cruz Metropolitan Transit District (SCMTD),

Transportation Agency for Monterey County (TAMC), California Department of Transportation (Caltrans), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

**ATTACHMENTS:**

1. Resolution 2020-4 approving federal and State portion of the Draft FY 2020-21 OWP
2. Certificate of AMBAG's adherence to the metropolitan transportation planning process within the region
3. Synopsis of the Draft FY 2020-21 Overall Work Program and Budget
4. Draft FY 2020-21 OWP and Budget (**separately enclosed**).

**APPROVED BY:**



Maura F. Twomey, Executive Director

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS TO ADOPT  
THE AMBAG FY 2020-2021 OVERALL WORK PROGRAM AND BUDGET**

**WHEREAS**, the Association of Monterey Bay Area Governments has been designated by the Governor of the State of California as the Metropolitan Planning Organization (MPO) for the Monterey Bay area; and

**WHEREAS**, the Fixing America’s Surface Transportation Act (FAST Act) calls for the development of a Unified Planning Work Program (UPWP), or Overall, Work Program (OWP) and Budget under direction of the MPO in cooperation with the State and operators of publicly-owned transit; and

**WHEREAS**, in the Monterey Bay Region, the Comprehensive, Cooperative and Continuous transportation planning process also includes the regional transportation planning agencies, transit operators, Caltrans, the Federal Highway and Federal Transit Administrations; and

**WHEREAS**, the metropolitan planning regulations under Fixing America’s Surface Transportation Act (FAST Act) require the MPO and Caltrans to annually certify that the metropolitan transportation planning process is being carried out in conformance with the following applicable laws and regulations:

- I. 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- II. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d–1) and 49 CFR part 21;
- IV. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- V. Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- VII. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

- IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**WHEREAS**, the Association of Monterey Bay Area Governments is an eligible recipient of Federal, State, and local funding; and

**WHEREAS**, the Executive Director is authorized to enter into contracts for grants awarded for Federal, State, and local funding; and

**WHEREAS**, the Association of Monterey Bay Area Governments (AMBAG) wishes to delegate authorization to execute any agreements and any amendments thereto to the AMBAG Executive Director; and

**WHEREAS**, AMBAG's 2020-2021 fiscal year Overall Work Program and Budget describes the work and tasks to be completed; and

**WHEREAS**, the Overall Work Program and Budget provide for the funds necessary for AMBAG to accomplish its stated work and tasks in FY 2020-2021.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Association of Monterey Bay Area Governments:

1. Does hereby adopt the AMBAG FY 2020-2021 Overall Work Program and Budget including the list of AMBAG approved positions and salary ranges; and
2. Authorizes AMBAG staff to execute Overall Work Program Agreements to release federal and state transportation planning funds for Overall Work Program use; and
3. Certifies that the metropolitan transportation planning process is being carried out in conformance with applicable laws and regulations; and
4. Authorizes the AMBAG Executive Director or her designee to enter into contracts for grants awarded for Federal, State, and local funding, and
5. Authorizes the Executive Director or her designee to take further actions as may be necessary to give effect to this resolution, such as executing amendments and certification for funding applications.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of May, 2020.

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Steve McShane, President

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Maura F. Twomey, Executive Director

**Attachment 2**

**FY 2020/2021 FHWA and FTA Metropolitan Transportation Planning Process Self-Certification**

In accordance with 23 CFR part 450, the California Department of Transportation and the Association of Monterey Bay Area Governments (AMBAG), the designated Metropolitan Planning Organization for the Monterey Bay urbanized area, hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

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

\_\_\_\_\_  
MPO Authorizing Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### Attachment 3

#### Synopsis of the Draft FY 2020-21 Overall Work Program and Budget

The Draft FY 2020-21 Overall Work Program (OWP) and Budget includes transportation and air quality planning activities to be accomplished by AMBAG in consultation and collaboration with the region's Regional Transportation Planning Agencies (RTPAs), transit operators (Monterey Salinas Transit and Santa Cruz Metro Transit District), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the California Department of Transportation (Caltrans). The OWP establishes transportation, air quality and other regional planning objectives, 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 staff in that it identifies all projects and services to be provided during the year beyond those mandated by the metropolitan transportation planning process. The draft OWP and Budget, therefore, present an annual blueprint for the agency's use of resources for the state fiscal year 2020-21 (from July 1, 2020 to June 30, 2021).

The draft FY 2020-21 OWP programs various federal, state, regional and local funds to accomplish planning and project activities as included in the draft OWP. There are 25 work elements (WEs) included in the draft FY 2020-21 OWP, as follows:

- WE 101 Overall Work Program (OWP), Budget and Administration – The OWP provides an overview of the region's Metropolitan Planning activities, with a focus on performance based transportation planning approach. The document is AMBAG's project management and monitoring tool for local, state, and federal funded transportation and air quality planning activities for the Monterey Bay Area.
- WE 112 Transportation Plans Coordination and Interagency Liaison – The main objective of this work element is to facilitate coordination of metropolitan transportation planning and air quality planning activities within the tri-county (Monterey, San Benito and Santa Cruz) Metropolitan Transportation Planning Area.
- WE 113 Public Participation Plan – This work element is to maintain the Public Participation Plan (PPP) and update the Title VI Plan. The PPP contains strategies and requirements for engaging the public on the various components of transportation planning activities/projects prepared by MPO (AMBAG).
- WE 122 Water-Related Plans Coordination and Interagency Liaison – The purpose of this work element is to collect, process and transmit timely information and facilitate an interagency liaison role for regional water related issues.
- WE 231 GIS Analysis, Data Collection, Uniformity, Coordination and Access – The purpose of this work element is to collect regional employment, transportation, economic, population, housing, water quality, land use, traffic/truck counts, goods movements and other data used for the development of the Regional Travel Demand Model, the Metropolitan Transportation Plan, the Metropolitan Transportation Improvement Program, and corridor/transit planning studies.

- WE 251 Regional Travel Demand Model (RTDM) – The RTDM is used to support metropolitan transportation and air quality planning and programming activities within the tri-county Metropolitan Planning Area. AMBAG staff in consultation with Caltrans, local and regional agencies continuously collect, analyze and applies most recent population, employment and land use data to develop and enhance the RTDM as well as provides technical assistance/guidance to regional agencies, cities and counties including Caltrans for model use and its applications.
- WE 257 Central Coast Supra-Regional Activity-Based Model Framework – Under this work element staff at AMBAG, SLOCOG, SBCAG, and Caltrans are partners in developing a cost-effective and advanced Activity-Based Model (ABM) framework for California's Central Coast region.
- WE 320 AMBAG PG&E Local Governments Partnership Program (Energy Watch) – AMBAG Energy Watch is a program that provides energy efficiency and climate action planning to municipal governments and school districts.
- WE 331 AMBAG Community-wide Greenhouse Gas Inventory for Local Jurisdictions Program – Under this program AMBAG will complete annual Community-wide GHG Inventories for the jurisdictions in the Monterey Bay Community Power service territory.
- WE 343/344 Regional Early Action Planning – In September 2019, the adopted FY 2019-20 California Budget (AB 74) and associated housing trailer bill (AB 101) established the Local Government Planning Support Grants Program, including the Regional Early Action Program (REAP) and directed the California Central Coast to create a multiagency working group to oversee implementation of this program. AMBAG was selected as the fiscal agent for the REAP funding in the Central Coast.
- WE 411 Clearinghouse – This work element allows AMBAG to monitor regionally significant projects and their impact on the regional travel demand model and regional transportation performance targets.
- WE 502 Regional Analysis & Planning Services, Inc. Administration (RAPS) – RAPS Administration oversees the operation of AMBAG's nonprofit arm, Regional Analysis and Planning Services (RAPS), Inc.
- WE 511 Regional Analysis & Planning Services, Inc. Technical Assistance – Provides technical assistance to government agencies, non-profit organizations and private entities, as requested.
- WE 530 Pajaro River Watershed Flood Prevention Authority Administration – Provides administrative services to the Pajaro River Watershed Flood Prevention Authority.
- WE 605/606 Sustainable Communities Planning – These work elements will conduct local and regional multimodal transportation and land use planning that further the AMBAG's MTP/SCS, contribute to the State's GHG reduction goals, targets and other sustainability goals.



- WE 610 Transportation Performance Management (TPM) – Under this Work Element staff will conduct research, identify, collect and develop a Transportation Performance Management (TPM) measure analysis framework for future use as established under MAP-21 and FAST Act.
- WE 621 Elderly & Disabled & Americans with Disabilities Act – The purpose of this work element is to perform outreach, education, and coordination related to the Coordinated Public Transit-Human Services Transportation Plan (CPTP) and the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) as it relates to the CPTP.
- WE 622/624 Metropolitan Transportation Planning – The purpose of these work elements is to develop/update and implement the Metropolitan Transportation Plan (MTP) for the Monterey Bay Metropolitan Planning Region, in accordance with MAP-21/FAST Act's regulations. AMBAG, SCCRTC, TAMC, SBtCOG, Caltrans, transit agencies (MST and SC METRO) coordinate and cooperatively develop the region's MTP (also see WE 624.) The MTP consists of a regional vision, policies and goals, transportation improvement projects and a financial forecast. The development and adoption of the MTP is a multi-year project with an expected adoption date of June 2022.
- WE 641/642 Metropolitan Transportation Improvement Program (MTIP) – The MTIP implements the Monterey Bay Metropolitan Transportation Plan (MTP), as required by the Fixing America's Surface Transportation (FAST) Act, including projects that meet the region's performance measures and goals, as stated in the adopted 2040 MTP/SCS (access and mobility, economic vitality, environment, healthy communities, social equity, system preservation and safety). The main objective of these work elements is to maintain the federally mandated MTIP for FFY 2018-19 to FFY 2021-22 and to develop the MTIP for FFY 2020-21 to FFY 2023-24 for the AMBAG Region as a part of the metropolitan transportation planning requirements.
- WE 680 Rail Planning/Corridor Studies – The purpose of this work element is to conduct and/or participate in feasibility studies, prepare plans for regionally significant major corridor studies including but not limited to rail, transit, highway corridors within the tri-county Monterey Bay Region.
- WE 684 Central Coast Highway 1 Climate Resiliency Study – The eight-mile stretch of Highway 1 near Elkhorn Slough is already constrained and will be increasingly impacted by coastal storm flooding and sea level rise. Partners in the Monterey Bay area are joining together to find innovative ways to address this complex transportation adaptation problem by exploring creative transportation solutions and the use of natural infrastructure approaches to promote transportation, habitat and economic resilience for the region.

### **Draft FY 2020-21 AMBAG Budget Highlights:**

The Draft FY 2020-2021 Budget is balanced as required by the AMBAG By-Laws. It reflects the continuation of steps taken by the Board of Directors and AMBAG staff to bring transparency, as well as improvement to the AMBAG budget and financial management. The details, projected outcomes, assumptions and potential risk factors affecting the FY 2020-2021 fiscal year budget are detailed below:

#### **Revenue related summary**

- Revenue of \$10,676,928 is anticipated for FY 2020-2021. The draft Budget assumes passage of the State budget in a timely fashion and assumes no delay in the receipt of revenues.
- Federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) is programed in the draft OWP for AMBAG's transportation and air quality related planning activities and totals \$1,846,130 or 17.3% of total FY 2019-2020 funding.
- State funding provided by the California Public Utilities Commission (CPUC) for the Pacific Gas and Electric (PG&E) AMBAG Energy Watch Partnership program is \$40,000 which represents 0.4% of total FY 2020-2021 funding.
- Senate Bill 1 (SB1) funding will provide revenues of \$435,537 or 4.1% of total FY 2020-2021 funding.
- The Regional Early Action Planning Housing Program (REAP) is providing \$7,931,311 or 74.3% of total FY 2020-2021 funding.
- Local sources including RAPS, Monterey Harbormaster and the General Fund provide the remaining 3.9% or \$423,950 of total FY 2020-2021 funding.
- Toll credits of \$205,277 will be utilized in FY 2020-2021 to remain in compliance with federal and state matching requirements to receive transportation planning grant funding.

#### **Expenditure related summary**

- Salaries and Fringe Benefits of \$2,393,063 assume AMBAG will remain fully staffed for FY 2020-2021.
- Professional services are specialized services that are required for project implementation/completion. FY 2020-2021 projected costs are \$7,857,466. This includes the encumbrance of regional REAP funds for which AMBAG is the Fiscal Agent and will pass on to the member agencies.
- The ability to use toll credits for our non-federal local match will reduce the demand on our General Fund. This will allow those funds to be used for other

purposes, including the ability to build a reserve which is reflected in the current budget.

- The General Fund Budget includes costs unallowable under any of AMBAG's grants or other fund sources, which include CALCOG related expenditures, fees and interest payments.

The FY 2020-2021 draft budget reflects staff's best projection of revenues and expenditures that AMBAG may encounter over the next fiscal year. Staff will continue to monitor and when necessary, bring to the Board of Directors amendments with more informed projections.

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