

Policy Advisory Committee

Date: Friday, July 9, 2021
Time: 10:00 AM
Place: COG Sequoia Conference Room
2035 Tulare St., Suite 201, Fresno, CA

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**THE POLICY ADVISORY COMMITTEE WILL TAKE PLACE
IN PERSON AT THE FRESNO COG SEQUOIA ROOM AND VIA ZOOM.**

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THOSE ADDRESSING THE COMMITTEE MUST STATE THEIR FIRST AND LAST NAME AND AGENCY FOR THE RECORD.

TO FACILITATE ELECTRONIC ACCESS, NO PERSON SHALL SPEAK UNTIL RECOGNIZED BY THE CHAIR.

POLICY ADVISORY COMMITTEE

The Policy Advisory Committee will consider all items on the agenda. The meeting is scheduled to begin at 10:00 a.m.

PAC agenda and annotated agenda in PDF format - ALL EXHIBITS ARE AVAILABLE ON WEBSITE

JOINT Transportation Technical/Policy Advisory Committee

A. Caltrans Report (Caltrans) [INFORMATION]

I. TRANSPORTATION CONSENT ITEMS

About Consent Items:

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A. Executive Minutes of June 11, 2021 [APPROVE]

Exhibits:

June Minutes

B. 2021-22 Measure C Claim (Les Beshears) [ACCEPT]

Exhibits:

ADA/Seniors/Paratransit Farmworker Van Pools Car/Van Pools FCOG
Admin/Planning Program Resolution 2021-33

Summary: Fresno COG will administer \$2,137,815 in Measure "C" funds in 2021-22 for the Senior Scrip, Agriculture Vanpool and Rideshare programs. In accordance with Transportation Authority procedures, Resolution 2021-01 adopts claims for ADA/Seniors/Paratransit (\$689,336), Agriculture Vanpools (\$506,095), Rideshare (\$506,095) and administration/planning (\$436,289).

Action: Adopt Resolution 2021-33 approving Measure "C" Claims for the ADA/Seniors/Paratransit, Agriculture Vanpools and Rideshare programs, as well as administration/planning.

C. City of Kingsburg 2021-22 Transportation Development Act Claim (Les Beshears) [ACTION]

Exhibits:

TDA Claim Resolution 2021-34

Action: Approve Resolution 2021-34 adopting the City of Kingsburg's 2021-22 Transportation Development Act claims totaling \$636,431.

D. City of Selma 2021-22 Transportation Development Act Claim (Les Beshears) [ACTION]

Exhibits:

TDA Claim Resolution 2021-35

Action: Approve Resolution 2021-35 adopting the City of Selma's 2021-22 Transportation Development Act claims totaling \$1,191,764.

E. City of Huron 2021-22 Transportation Development Act Claim (Les Beshears) [ACTION]

Exhibits:

TDA Claim Resolution 2021-36

Approve Resolution 2021-36 adopting the City of Huron's 2021-22 Transportation Development Act claims totaling \$360,164.

F. City of Kerman 2021-22 Transportation Development Act Claim (Les Beshears) [ACTION]

Exhibits:

TDA Claim Resolution 2021-37

Approve Resolution 2021-37 adopting the City of Kerman's 2021-22 Transportation Development Act claims totaling \$784,175.

G. County of Fresno 2021-22 Transportation Development Act Claim (Les Beshears) [ACTION]

Exhibits:

TDA Claim Resolution 2021-30

Approve Resolution 2021-30 adopting the County of Fresno's 2020-21 Transportation Development Act claims totaling \$7,699,255.

H. Upcoming Congestion Mitigation Air Quality Improvement Program/Surface Transportation Block Grant Application Workshop (Braden Duran) [INFORMATION]

Summary: On June 24, Fresno COG's Policy Board voted to open the 2021-22 Congestion Mitigation Air Quality (CMAQ) Improvement Program/Surface Transportation Block Grant (STBG) call-for-projects. The CMAQ/STBG call-for-projects workshop will be held virtually via Zoom from 9 a.m. to noon on Thursday, July 15. This workshop will be hosted by Fresno COG staff and will help answer any questions applicants may have about CMAQ and STBG program applications. Fresno COG staff will review nuances in the CMAQ and STBG applications, cover technical details such as how to calculate emissions reductions or cost-benefit ratios, as well as the call-for-projects process.

The approved CMAQ and STBG guidelines and application packet are available through the respective program websites below:

<https://www.fresnocog.org/project/congestion-mitigation-air-quality-cmaq-program/>

<https://www.fresnocog.org/project/surface-transportation-block-grant-program/>

For further information on CMAQ-eligible projects or application submittals, please contact Braden Duran at 559-233-4148 ext. 217 or bduran@fresnocog.org.

For further information on STBG-eligible projects or application submittals, please contact Jennifer Soliz at 559-233-4148 ext. 223 or jsoliz@fresnocog.org.

Action: Information. The Committee may provide further direction at its discretion.

I. Circuit Planner and Engineer Program End-of-Year Summary Report (Meg Prince) [INFORMATION]

Exhibits:

FCOG Circuit Planner and Engineer Program_Annual Report_7-1-21

Summary: Fresno COG has contracted with Rincon Consultants and subconsultants Collins & Schoettler and VSCE to provide services under the Circuit Planner and Engineer Program since 2019. The Circuit Planner and Engineer Program provides technical assistance to the small cities in Fresno County for efforts that further Regional Transportation Plan and Sustainable Communities Strategy goals. Such assistance may include but is not limited to planning studies, project deliveries, grant applications, environmental documents, engineering services (i.e., conceptual design or preliminary engineering), permitting needs assessments, and quality (QA/QC) reviews, as needed.


Rincon has prepared an end-of-the-year summary report for work completed in 2020-2021, which is attached to this agenda item.

The contract with Rincon has been extended into 2021-2022. To discuss how the circuit planner can assist your city, please contact Meg Prince at mprince@fresnocog.org.

Action: Information. The Committee may provide additional direction at its discretion.

J. **Obligational Authority and Project Delivery Update (Jennifer Soliz) [INFORMATION]**

Exhibits:

 FFY 20-21 OA Quarterly Report July 2021

Summary: Each year the Fresno region must meet obligation authority (OA) delivery targets for federal funding streams and comply with AB 1012's "use it or lose it" provisions, which gives local jurisdictions three years to obligate Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) funds. The OA target for 2020/21 is \$22,123,092, and as of May 31, \$11,806,688 or 53.4 percent of federal CMAQ and STBG funding has been obligated. The attached quarterly report reflects the 20/21 programmed projects.

The federal fiscal year ends Sept. 30; however, as of May 1, unobligated funds become available to the rest of the state on a first-come, first-served basis. Projects not submitted to Caltrans for authorization by May 1 are at risk of being delayed. It is the state's goal to exceed the OA target and, in August, receive additional federal funds redistributed from other states to projects pending authorization. The deadline for Local agencies to submit Request for Authorization (RFA) packages to District 6 to obtain E-76s for federal projects this fiscal year is July 23, 2021. Fresno COG encourages all agencies to continue submitting their requests for authorization as soon as possible to get in the queue for available funds. If projects do not receive authorization approval after August, they will be delayed until October 2022, the next federal fiscal year.

Please keep Fresno COG staff updated on any changes that could impact the region's project delivery plan. Contact Jennifer Soliz at 559-233-4148 ext. 223 or jsoliz@fresnocog.org with any questions regarding fiscal year deadlines or the process of obligating project funds.

Action: Information. The Committee may provide additional direction at its discretion.

K. **REAP Housing Survey for the San Joaquin Valley (Meg Prince/Robert Phipps) [INFORMATION]**

Summary: The San Joaquin Valley Regional Early Action Planning (REAP) Committee is conducting a major study of housing trends, barriers, and best practices in the Valley. This effort is intended to assist San Joaquin Valley cities and counties with updating their housing elements for the sixth cycle Regional Housing Needs Assessment, and increase housing supply and affordability.

As a part of that effort, Fresno COG is asking city and county staff to complete a short online survey to illustrate your community's needs related to your housing element update. Staff is hoping to understand your successes and impediments (or expect), and what assistance would be most helpful for you and your community.

Please take a few minutes to help us understand your needs, successes, and concerns related to increasing housing supply and affordability. The SJV REAP Committee and SJV COG Directors will use this information to better channel housing resources to you, and to approach HCD and the Legislature as a unified region to promote ideas, actions, and funding that more effectively addresses housing issues in your community.

Online REAP Housing Survey (open until July 27): <https://www.surveymonkey.com/r/SJVREAP1>

Questions about the survey should be directed to Rick Rust, rick@mintierharnish.com. For more information on the San Joaquin Valley REAP Program: <http://sjvcogs.org/reap/>

Action: Information. The Committee may provide additional direction at its discretion.

L. **California Prohousing Designation Program [INFORMATION] (Meg Prince)**

Summary: The state Housing and Community Development Department (HCD) has established and adopted the Prohousing Designation Program in partnership with stakeholders and other state agencies as emergency regulations in response to calls for immediate action to address the state housing crisis. Jurisdictions that adopt local policies to facilitate housing planning, approval, and construction beyond state law can apply to receive the prohousing designation.

Prohousing jurisdictions are awarded additional points or preference when they apply for the following programs that further state housing, equity, and climate goals:

- Affordable Housing and Sustainable Communities (AHSC)
- Transformative Climate Communities (TCC)
- Infill Infrastructure Grant (IIG)

Prohousing Webinar

3-4 p.m. July 29

Register

HCD will immediately deploy comprehensive statewide technical assistance to support jurisdictions in applying for the prohousing designation. The program will go through a more extensive public process to become a non-emergency regulation over the next year.

To learn more visit <https://hcd.ca.gov/community-development/prohousing/> or to request technical assistance, please email ProhousingPolicies@hcd.ca.gov.

Action: Information. The Committee may provide additional direction at its discretion.

II. TRANSPORTATION ACTION/DISCUSSION ITEMS

A. Regional Transportation Plan/Sustainable Communities Strategy

1. Environmental Justice Equity Indicator and Low Income Threshold (Trai Her-Cole) [ACTION]

Summary: An environmental justice (EJ) analysis is a required component of the Regional Transportation Plan (RTP). The EJ analysis evaluates the RTP's transportation investments to determine if environmental justice communities within Fresno County equitably benefit without bearing a disproportionate share of the burdens. Federal guidance requires the EJ analysis to consider minority and low-income populations; therefore, the EJ subcommittee (subcommittee) has established a low-income threshold that is representative of the Fresno County region at 150% of the federal poverty level.

At the May RTP Roundtable meeting, staff presented an initial recommendation from the subcommittee for the equity indicator in Sustainable Communities Strategy scenario development. The subcommittee's initial recommendation was to use "equitable housing mix." That recommendation was tabled to allow further discussions and address technical modeling issues related the equitable housing mix indicator.

Subsequently, staff met with the EJ subcommittee and presented potential methodologies for calculating a housing mix, the assumptions, and challenges with each methodology.

The subcommittee expressed the importance of addressing housing issues, and FCOG staff is committed to including the modeling results of the regional housing mix and concentration of EJ households in the full RTP equity analysis. However, for the purposes of selecting an equity indicator to help compare the performance of RTP scenarios, the EJ subcommittee has recommended "accessibility to destinations within EJ vs non-EJ areas for auto and transit" as the EJ indicator.

Action: Staff, the EJ subcommittee and the RTP Roundtable recommend that TTC and PAC accept accessibility to destinations as the EJ indicator for SCS scenario development and set the low-income threshold at 150% of the federal poverty rate.

2. Draft Regional Transportation Plan Action Element Outline (Jennifer Soliz/Meg Prince) [ACTION]

Exhibits: Draft Action Element Comment Letter - LCJA Draft Action Element Comment Letter - Sequoia Riverlands Trust Draft Action Element Outline

Summary: The draft 2022 Regional Transportation Plan (RTP) action element outline supports the

the draft policy element outline's vision, overarching goals and policies. It has been consolidated and updated to align with the policy element. The action element and policy element will be a combined chapter in the draft RTP/SCS to provide a more cohesive document, and will also be consistent with the financial element to identify investment strategies, alternatives, and project priorities.

The outline was presented to the RTP Roundtable in May and circulated for comments, which were due on June 18. Staff received two formal comment letters (attached). The comments were reviewed and considered for approval. Attached is the final outline with tracked changes to easily identify the updates.

Staff is requesting actions in the outline be included in the draft RTP, which will be circulated for public review and comment in spring 2022.

Please contact Jennifer Soliz at jsoliz@fresnocog.org or Meg Prince at mprince@fresnocog.org with any questions.

Action: Staff and the RTP Roundtable request that TTC/PAC recommend the Policy Board approve the draft action element outline.

3. **Sustainable Communities Strategy Scenarios Community Engagement (Brenda Veenendaal)** **[INFORMATION]**

Summary: On Aug. 25, Fresno COG staff is planning to release four Sustainable Communities Strategy (SCS) scenarios for public review and comment. Fresno COG's community engagement will run through Sept. 22 leveraging bilingual, in-person and virtual strategies. Engagement planning is underway, and staff welcomes all suggestions and partnering opportunities to engage as many of our Fresno County residents as possible.

Strategies currently being discussed include the following:

- In-person workshops scheduled throughout the county
- Virtual workshops held via Zoom and posted live on Facebook and YouTube
- Virtual and in-person presentations to community and service groups, public and private agencies and associations
- Workshop presentation video available online through Fresno COG's YouTube channel, Fresno COG and Plan Fresno websites as well as social media accounts
- Online and printed interactive "surveys" that mirror feedback forms used at in-person workshops and presentation
- Survey and workshop invitations sent out via social media and email
- Focus groups to define the general outreach message

Staff is contacting member agencies, community-based organizations, service groups and other associations, requesting time on upcoming agendas to present information about the SCS scenarios. More details regarding this upcoming outreach effort will be presented by staff at the Committee meeting.

Upon completion, community input will be relayed to Fresno COG's RTP Roundtable in September, and the TTC, PAC and Policy Board in October. Community input will provide a better understanding of what Fresno County residents believe is important when planning for future growth. This will assist our committees in providing an advisory SCS scenario recommendation to the Fresno COG Policy Board.

Action: Information and discussion. The Committee may provide additional direction at its discretion.

B. **Fresno-Madera State Route 41 and Avenue 9 Sustainable Corridors Study (Braden Duran)** **[ACTION]**

Summary: Fresno COG, in partnership with Madera County Transportation Commission (MCTC), conducted a study to determine State Route 41's future transportation needs in the City of Fresno as

well as the southern segment in Madera County. In addition, the study analyzed future transportation needs along the Avenue 9 corridor in Madera County between SR 41 and SR 99. This project began in July 2020. Fresno COG and MCTC chose the consulting team of IBI Group, BluePoint Planning, and RSG to lead the study.

The study is recommending sustainable improvements to address residents' transportation needs in both counties for issues such as: mobility, access, safety, and connectivity for all modes of travel, including: automobiles, transit, walking, and rolling/cycling. A bi-county travel model, built on Fresno COG's activity based model (ABM) platform guided the project by providing travel demand forecasting. Fresno COG staff notes that the study's recommendations are advisory. Each appropriate agency would have to institute the recommended improvements.

A steering committee helped identify challenges and solutions to both corridors. The steering committee included representatives from: Fresno COG, MCTC, City of Fresno, County of Madera, County of Fresno, Caltrans, Fresno Area Express, California Highway Patrol, Building Industry Association of Fresno and Madera, Valley Children's Hospital, Leadership Counsel for Justice and Accountability, and local stakeholders such as active transportation groups and business organizations.

Due to COVID-19, outreach efforts were conducted using innovative online techniques, including a public workshop/open house, interactive activities and surveys, and a mass social media campaign that included a digital information center. These efforts were intended to be inclusive and maximize diverse community and stakeholder participation. Outreach materials were available in various languages and via an "offline" option.

The study was circulated for a public review and comment period that began June 11, with the project team then incorporating received comments into the final draft. The final draft is available to view here: <https://www.fresnocog.org/project/fresno-madera-state-route-41-and-avenue-9-sustainable-corridors-study/>

Action: Staff requests TTC and PAC recommend the Policy Board accept the Fresno-Madera State Route 41 and Avenue 9 Sustainable Corridors Study.

C. **Reverse Triangle Transportation Area Plan (RTTAP) Final Report (Kristine Cai) (ACTION)**

Summary: In 2018, Fresno COG, in partnership with City of Fresno and the County, received a Caltrans grant to study industrial growth impacts in the area formerly known as the "Reverse Triangle." The study area is bounded by SR 41 to the west, SR 99 to the east, Church Avenue at the north and Adams Avenue to the south. The project develops a transportation plan that provides recommendations for mitigating potential impacts created by industrial growth.

The project team worked with a steering committee that comprised staff from: Fresno COG, City of Fresno, County of Fresno, Caltrans, the Leadership Counsel for Justice and Accountability, FCRTA, FAX, Malaga Community Water District, and other stakeholders. The study area is a disadvantaged and low-income community, according to CalEviroscreen and AB 1550.

The challenges include but are not limited to: increases in pollution, congestion and safety issues associated with increased truck traffic and in-commute trips, limited transit service and multi-modal infrastructure, lack of safe routes to school, etc. Four outreach workshops gathered input and feedback. The project team proposed a comprehensive package of strategies to address current and potential issues. The recommended strategies include: multimodal facilities along roadways and at intersections to improve connectivity and safety; transit and transportation demand management strategies to support mobility needs; capacity and operational improvements to address deficiencies; Safe Routes to School programs, etc.

While the Reverse Triangle Transportation Area Plan (RTTAP) was being developed, there were also multiple planning efforts underway, such as the Fresno South Central Specific Plan and the AB 617 Truck Re-route study. The RTTAP deferred truck issues and potential land use revisions in the area to these planning efforts.

The draft plan was posted on the project website, as well as Fresno COG's website for a month for comment. Comments have been incorporated into the final draft. The final draft plan is available at: <https://www.fresnoeversetriplan.com/>.

It should be noted that recommendations in the RTTAP are advisory. Implementing the recommended

improvements rests with the local governments.

Action: Staff requests that TTC/PAC recommend that the Policy Board accept the RTTAP final report.

D. Fresno Council of Governments 2021-22 Overall Work Program Amendment No. 1 (Les Beshears) [ACTION]

Exhibits:

Resolution 2021-38

Summary: The 2021-22 Fresno Council of Governments Overall Work Program Amendment No. 1 increases the budget \$575,000, primarily through new grant sources.

Work Element 164 – California Inland Port Study - Phase Two. This project is part of a larger, multi-phase planning endeavor to be funded with future grant funds. The amendment increases local funds \$90,000 to be used in preparing federal applications for future phases.

Work Element 165 – San Joaquin Valley Household Travel Survey. This \$1.5 million study was carried in the budget by programming a combination of FHWA PL transfer funds from Kings County, SJV Regional Early Action Planning and potential Road Maintenance and Rehabilitation Account (RMRA) funds from the SJV COGs. The project was awarded \$692,149 in Caltrans Sustainable Communities Grant funding, supplanting the need for Valley COGs to transfer RMRA funds. The amendment only swaps funds. The net effect on the work element is zero.

Work Element 168 – California Inland Port Feasibility Study – Phase Three. FCOG also received a \$388,000 Caltrans Strategic Planning Grant to perform Phase Three of the California Inland Port study. SJV COGs will provide \$80,000 in matching funds with FCOG or California Forward providing \$17,000 of the \$485,000 project.

Action: Staff requests that the TTC/PAC recommend the Policy Board adopt Resolution 2021-38, approving 2021-22 Fresno Council of Governments' Overall Work Program Amendment No. 1.

E. Fresno COG Quadrennial Federal Certification Review (Robert Phipps) [INFORMATION]

Exhibits:

2021 Fresno COG Certification Review Final Report

Summary: On June 28, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) announced that they have recertified Fresno COG's planning process and federal funding streams for another four years, through March 2025. The announcement and detailed report followed a three-day operations audit in April that included a careful review of Fresno COG's cooperative, continuous and comprehensive planning process across all federally required documents, such as the Regional Transportation Plan (RTP), Federal Transportation Improvement Program (FTIP) and Public Involvement Policies and Procedures (PIP).

Specifically, Fresno COG received four commendations of note under two broad categories. For public engagement, data visualization and general public outreach efforts supporting RTP development; the mini-grant program engaging community-based organizations and; excellence in "public-facing" documents were called out among best practices that the federal agencies will be citing for other metropolitan planning organizations in future certification reviews. In addition, the review team also commended Fresno COG's environmental justice subcommittee and the role it plays in representing traditionally disadvantaged populations and communities during the long-range transportation planning process.

As anticipated, FHWA and FTA also issued two "corrective actions" as part of the certification process. The first involves a requirement to "band" or group projects in the RTP Financial Plan by time periods that collectively span the planning horizon, which, in the case of the 2022 RTP will be through 2046. Staff is engaged in this process now, with the 2023 FTIP covering the first four years of the new RTP and then "banded" projects for each 10 years after that.

The second corrective action directs Fresno COG to eliminate its long-held practice of providing any direct suballocations of Surface Transportation Block Grant (STBG) and Congestion Mitigation/Air Quality Improvement (CMAQ) program funds to its member agencies no later than October 2022. Practically speaking, this means that the process for distributing these federal funds will have to

become 100 percent competitive, with guidelines that clearly establish the perimeters for those programs. Staff has previously discussed this directive with the Programming Subcommittee in a general sense; however, the certification review report has now clarified a deadline.

Given that the most recent call-for-projects for both programs opened prior to the certification review process, staff does not necessarily anticipate immediate changes in this programming cycle; however, it is likely the Programming Subcommittee will need to hold mid-cycle meetings to establish new guidelines for what a 100 percent competitive program will look like prior the next cycle in 2023.

Action: Information and discussion. The Committee may provide additional direction at its discretion.

III. ADMINISTRATIVE CONSENT ITEMS

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A. Regional Housing Needs Allocation Plan Contract Addendum (Meg Prince) [APPROVE]

Summary: Fresno COG, through a competitive RFP process in September 2020, contracted with PlaceWorks to develop its Sixth Cycle Regional Housing Needs Allocation (RHNA) Plan. RHNA is a state-mandated process to identify the number of housing units that each local government must accommodate in the housing element of its general plan (Government Code §65584). The original contract is for \$199,748 and is funded through Fresno COG's Regional Early Action Planning (REAP) Grant Program funding.

The REAP Working Group at its June 24 meeting approved an additional \$125,000 of REAP funds to each of the Valley COGs for RHNA planning activities. Fresno COG is requesting approval to amend PlaceWorks' contract to add \$28,876 for an additional task to develop a comparable regional analysis. A comparable region analysis is used to determine if national averages for factors such as overcrowding and cost burden are appropriate for the California Department of Housing and Community Development (HCD) to use in the calculation for the Fresno County region's total number of units that must be accommodated in the Sixth Cycle RHNA Plan, or if an average across comparable regions is more appropriate.

Additional information regarding the Sixth Cycle RHNA Plan can be found on [Fresno COG's RHNA webpage](#). Contact Meg Prince at mprince@fresnocog.org with questions.

Action: Staff requests TTC and PAC recommend the Policy Board approve amending PlaceWorks' contract to add an additional \$28,876 to conduct a comparable region analysis for the Sixth Cycle RHNA Plan.

B. Regional Clearinghouse (Jennifer Soliz) [APPROVE]

Exhibits:

 Regional Clearinghouse July 2021

Summary: The Clearinghouse Calendar contains "Project Notification and Review Reports" for grant proposals.

	Project	Applicant
1.	General Management, Oversight & Coordination; Housing Program Administration; Housing and Commercial Rehabilitation; Public Facilities & Infrastructure Improvement Projects; Public Service	Fresno County

2.	Home Program Administration; Homebuyer Assistance; Affordable Housing; Housing Assistance Rehabilitation Program	Fresno County
3.	Emergency Solutions Grants Administration; Emergency Solutions Grant	Fresno County
4.	Housing Preservation Grant Program for very and low-income households, providing loans/grants for housing rehabilitation	Self-Help Enterprise

Action: Forward any comment(s) received or any Committee/Board comment(s) generated as a result of this informational item to the appropriate agency.

IV. **ADMINISTRATIVE ACTION/DISCUSSION ITEMS**

A. **Election of Chair/Vice Chair [ACTION]**

Appoint a Chair to the Policy Advisory Committee replacing Teresa Gallavan, City of Selma.

Current Vice Chair is Wilam Quan, City of Fowler.

V. **OTHER ITEMS**

A. **Items from Staff**

B. **Items from Members**

VI. **PUBLIC PRESENTATIONS**

A. **Public Presentations**

This portion of the meeting is reserved for persons wishing to address the Committee on items within its jurisdiction but not on this agenda. **Note: Prior to action by the Committee on any item on this agenda, the public may comment on that item. Unscheduled comments may be limited to three minutes.**