



Memorandum

TO: Transportation Technical Committee
 Policy Advisory Committee
 COG Policy Board

FROM: Tony Boren, Executive Director
 Melissa Garza, Deputy Director
 Les Beshears, Finance Director

SUBJECT: FY 2016-17 Overall Work Program

Recommendation:

Staff recommends adoption of the FY 2016-17 Overall Work Program, totaling \$18,555,775.

Summary: The Fiscal Year (FY) 2016-17 Overall Work Program (OWP), totaling \$18,555,775, is submitted for review. The proposed budget decreased \$2,989,156 from last year. Operational revenues remain intact, reserves are adequate and the agency continues to operate within the bounds of prudent management.

The proposed Final budget decreased \$370,000 from the Draft Budget submitted in February, reflecting the elimination of WE 123 Public Transportation Infrastructure Study (PTIS). Fresno COG has applied for a Federal Transit Administration (FTA) Section 5304 planning grant to fund this project and Caltrans, through formal comment, has advised us not to include this funding in the budget until it is formally awarded; however, if the grant application is successful we will amend the project back into the budget early in the fiscal year.

This year's budget total reflects a decrease of 14% from the approved FY 2015-16 budget. This decrease is spread over a large variety of programs; however, a significant factor causing this reduction is simply that federal grants for multi-year projects are fully funded in our operating budget and funds that are spent are not reflected in the subsequent year's budget. There is a commensurate decrease in one-time expenses associated with this phenomenon and generally operating expenses are not affected. Decreases in revenues resulting of this sort are the FTA Section 5307-Urbanized Area Formula Program funding demonstration projects providing public transit service to Yosemite and Sequoia national parks, the FTA Section 5316 Job Access & Reverse Commute (JARC), FTA Section 5317 New Freedom Grant program, and the Prop 84 Sustainable Communities Grant from the Department of Conservation.

Federal revenues decreased 23% (\$2,191,276) reflecting the previously mentioned FTA 5307 and FTA Section 5316 & 5317 drawdowns. State revenues decreased 31% (\$688,784) largely due to the drawdown of the Prop 84 Sustainable Communities grant as well as progress on the state funded San Joaquin Valley Goods Movement Freight Study. Local revenues decreased 1%, (\$109,096), a significant part of which is Cash Match revenue from FTA Section 5316 & 5317 projects that were spent down as the program continues to be phased out and Local Measure C

revenues programmed for High Speed Rail. However, utilization of the Measure C Taxi Scrip, Carpool, Commuter and Farm Worker Vanpool programs continue to grow.

Staffing & Benefits:

There are no new COG planning positions included in this year's budget; however, the composition of COG staff changed significantly due to several long term employees who recently retired. Contingencies are carried for merit based salary increases as well as contingencies for anticipated health insurance increases as the Federal Affordable Health Care Act continues to phase in. The overall budgets for salaries increased 3% and benefits 2%.

Expense Account Format:

Expense items are broken into two categories. General Indirect Overhead expenses are items which are attributable to the overall administration of the agency and not identifiable specifically to grant programs, such as telephone, insurance, copier lease, and rent. These Indirect expenses are combined into a Caltrans approved Indirect Cost Allocation Proposal and distributed equally amongst all funding sources. Expenses charged directly to specific grants and programs are identified as Other Direct Cost. In some instances there may appear to be duplication such as in the Indirect account for Printing and the Other Direct Cost account for Supplies/Printing. However, the difference in how they are administered is in the general nature of overhead expenses as opposed to the project specific nature of Other Direct Costs. Detail is provided for Other Direct Cost (*Other Project Detail*) showing the Work Element, Activity, and funding sources.

Overhead Accounts:

Overhead accounts are fairly stable and increased by a total of \$4,700 over a variety of categories: Insurance, Office Supplies, Publications Subscriptions, Building Maintenance, and Travel.

Direct Cost Expenses:

Consulting

The overall consulting budget decreased by \$2.2 million corresponding to the revenue reductions discussed above regarding multiyear projects. New consulting projects include (WE 111) Activity Based Model and Phase II of the Fresno Madera Origins Destinations Study, (WE 117) Design Contract for Golden State Corridor, and (WE 153) update the Airport Land Use Plan.

Supplies & Printing

The budget for program specific printing cost decreased by \$28,498 reflecting completion of the Proposition 84 grant program that funded activities such as the Valleywide Modeling, Sustainable Communities Planning, and Greenprint.

Software Support and Maintenance

The Software account decreased by \$13,900 to reflect the one time startup cost for the Measure C Senior Taxi Scrip Automation program. The ongoing operating costs for that program are budgeted at \$60,000.

Workshops

Workshops decreased \$56,000 related to the Proposition 84 grant.

Promotion / Public Outreach

The Public Outreach budget increased by \$52,000 in preparation for the 2017 RTP update and adoption cycle. A total of \$35,000 has been budgeted for outreach Mini Grants, \$12,000 for an Interactive Bilingual Survey, and \$5,000 for community outreach.

Measure C Carpool Subsidy

The budget remains unchanged.

Prizes & Awards

The budget remains unchanged.

Measure C Commuter Vanpool Subsidy

The budget remains unchanged.

Measure C Senior Taxi Scrip

The program is growing in popularity and this year's program increases by \$85,000.

Measure C Farm Worker Vanpool Subsidy

This program is also experiencing a boost in participation as the budget increased by \$20,000.

Employee Education, Training, and Travel

The travel budget for Grant Specific programs decreased \$2,030.

FTA Section 5316 Job Access and Reverse Commute (JARC)

A schedule of JARC projects is included in the Work Element. Completed projects are removed.

FTA Section 5317 New Freedom (NF)

A schedule of New Freedom projects is included in the Work Element. Completed projects are removed.

FTA Section 5310 (Transportation for Elderly Persons and Persons with Disabilities)

The Board authorized \$1,130,688 in grant projects. A schedule is provided in the Work Element.

Translation Services

The budget remains unchanged.

County Counsel

The budget remains unchanged.

Program Audits

The budget decreases \$30,000 for the Triennial Performance completed last year.

County Auditor Controller

The budget is unchanged from last year.

Membership Dues

Dues for CALCOG are unchanged.

Board Remuneration

The budget remains unchanged at \$19,200. The account reflects the Stipend paid for Board Members to attend the monthly meeting and various board travel expenses associated with the agency.

Temporary Help

The budget remains unchanged at \$4,000.

Other Misc. Expense

The budget remains unchanged.

Freeway Service Patrol

The program budget remains unchanged.

Equipment

This account decreased by \$58,000 from last year. Included for this year is \$25,000 for Traffic Counters, \$15,000 for computers, \$10,000 for office equipment, and \$3,000 for commercial radio rental associated with the Freeway Service Patrol.

Agency Pass Through

This account increased by \$25,367 associated member participation with the Design of the Golden State Project.

Grant Administration

This account is to carry a provision for grants that have multi-year line items for administration. Currently we have grants with \$5,280 in multi-year administrative provisions.

New, Combined and Eliminated Work Elements:**New Work Elements**

No new Work Elements.

The six primary components of the OWP are as follows:

- I. Regional Transportation Planning
- II. Transportation Program Development
- III. Services and General Coordination Activities
- IV. Regional Coordination of Transportation, Land Use & Housing
- V. Valleywide Coordinated Activities
- VI. Administrative Activities

Highlights for each of the six OWP components are listed below:

I. Regional Transportation Planning

The work elements contained within this section primarily carry out the long-range regional transportation planning program, for which the COG is statutorily responsible.

Work Element 110 Regional Streets and Highways Planning – This \$257,402 program carries over projects that began last year: \$150,000 for a Blackstone Avenue Transit Oriented Development Infrastructure Needs Study, \$75,000 Cycle Tracks Study, and \$50,000 Downtown/Tower Alternatives Study.

Work Element 111 Regional Transportation Modeling – This \$701,840 program continues the regional modeling effort budgeting for Activity Based Modeling (\$200,000) and Phase II of the Fresno/Madera Origins/Destinations & Fiscal Feasibility study budgeted at \$125,000.

Work Element 112 Regional Traffic Monitoring - This \$318,880 budget includes \$237,200 for Fresno County, Fresno, and Clovis to provide traffic counts for the regional program and \$25,000 for traffic counting equipment to accommodate increase traffic counts required for the update of the Congestion Management Plan.

Work Element 114 Intelligent Transportation Systems (ITS) – Last year a major update was made to the ITS Plan. \$6,960 is budgeted for the maintenance of the plan and continued coordination.

Work Element 115 Regional Transportation Mitigation Fee (RTMF) – This \$103,668 program implements the collection of the RTMF for the Transportation Authority. \$50,000 is budgeted for technical support.

Work Element 116 National Park Transit Service – This \$2.7 million budget provides Public Transit Service to Yosemite and Sequoia National Parks.

Work Element 117 Golden State Corridor - \$4,097,264 is provided to design the Golden State Corridor project and includes member agency participation.

Work Element 120 Public Transportation – Primarily funded with the City of Fresno’s FTA Section 5307 grant, this \$328,933 program coordinates activities between Federal Transit Administration and our four transit operators including Consolidated Transportation Service Agency (CTSA) operations.

Work Element 121 FTA Section 5316, 5317, and 5310 – \$2.7 million in Federal Transit Administration Section 5316 and Section 5317 and Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) grant programs provide funds to eligible projects. The JARC/New Freedom program was discontinued under Map-21; however, this work element tracks grant balances as the program is phased out. Staff will also cover administration of the revised FTA Section 5310 program through this work element.

Work Element 150 Other Modal Elements – This \$314,684 program coordinates activities related to aviation, rail, bicycle and pedestrian. A Regional Active Transportation Plan (\$220,000) is budgeted.

Work Element 152 High Speed Rail - \$177,526 is programmed for planning activities related to the downtown station and maintenance facility including planning by the County and Fresno.

Work Element 153 Airport Land Use Commission - \$59,090 is programmed to support the Commission and \$300,000 for an update to the Airport Land Use Plan.

Work Element 170 Regional Transportation Plan – \$699,333 is budgeted to continue the ongoing RTP process. This includes \$100,000 for a Sustainable Communities Strategy needs assessment and various outreach initiatives to improve the involvement from the public in our transportation planning processes.

Work Element 172 Congestion Management Program – A major update to the CMP is carried over from last year. Total cost is \$280,326 including \$150,000 for a consultant.

Work Element 180 Air Quality - \$150,614 is programmed for air quality activities associated with conformity.

II. Transportation Program Development

Work Element 210 Measure “C” Extension - \$266,187 is programmed to implement Measure “C” activities and update the Capital Projects Strategic Plan.

Work Element 211 Measure “C” Citizen Oversight Committee - \$22,201 is programmed to support the committee.

Work Element 212 Measure “C” Carpool/Vanpool – The \$413,981 budget provides for Carpool Incentives and Commuter Vanpool Subsidies.

Work Element 214 Measure “C” ADA/Seniors – This \$722,494 budget provides for the Senior Taxi Scrip program. This budget reflects significant increased interest. Operating cost to automate the program is budgeted at \$60,000.

Work Element 215 Farmworker Vanpool – Through CalVans, this program provides subsidies to agricultural workers for vanpool transportation. The budget is \$490,130.

Work Element 220 Transportation Program Development - \$322,000 is budgeted to coordinate the various aspects of administering project applications with modeling, air quality conformity, congestion management and financial constraint for millions of dollars in member agency projects programmed with Federal Aid and State funded grants through Web based Fresno Trak.

III. Services and General Coordination

Work Element 310 Intergovernmental Coordination - \$222,171 is budgeted to coordinate with member agencies and other governmental units.

Work Element 311 Public Participation – \$134,093 is programmed to facilitate public involvement in the COG planning process. \$25,000 is budgeted to update the Fresno COG Website.

Work Element 313 Environmental Justice - \$34,676 is programmed to provide Environmental Justice analysis for disadvantaged communities and stakeholder groups.

Work Element 320 Technical Assistance - \$211,392 is budgeted to assist member agencies in planning and project implementation including a continuation of the Circuit Planner and Circuit Engineer.

Work Element 340 Transportation Demand Management (TDM) – \$18,919 is programmed for TDM activities related to the Valleyrides ridesharing program.

Work Element 350 Fresno Regional Data Center - \$89,904 is programmed to maintain census and population related statistics vital to the planning process.

Work Element 360 One Voice Advocacy - \$139,161 is programmed for the “One Voice” trip to Washington DC and Fresno COG Legislative Fridays as well as the “Valley Voice” trip to Sacramento and Washington DC. Advocacy programs at both the local and regional levels are ineligible for state and federal participation and must be funded by local assessments.

IV. Regional Coordination of Transportation, Land Use & Housing

Work Element 411 Ag Mitigation for Transportation Projects - \$19,733 is programmed to continue the discussion of farmland mitigation.

Work Element 420 Regional Housing Needs - \$49,822 is budgeted to assist member agencies in the update to the Regional Housing Needs Allocation Plan. \$17,000 is provided from a San Joaquin COG grant for interagency coordination.

V. Valleywide Coordinated Activities

Work Element 811 SJV Goods Movement - \$419,009 is programmed to carry over a Valleywide Goods Movement/Freight study on SR-99 and I-5.

Work Element 820 Valley RTPA Coordination - General activities associated with coordinating Valleywide planning include a \$110,000 consultant contract to coordinate the Valleywide planning effort and interagency coordination including \$60,000 for Fresno COG's share of an Air Quality interagency coordinator hosted by San Joaquin COG.

Work Element 814 Sustainable Communities - \$118,000 in Valleywide Sustainability activities and \$164,000 are carried over from last year on this Dept. of Conservation funded grant.

VI. Administrative Activities

Work Element 910 COG Administration - \$130,830 is programmed to cover non federal/state aspects and general administration.

Work Element 911 Overall Work Program - \$26,720 is programmed to develop and monitor the Overall Work Program.

Work Element 912 Transportation Funds Admin - \$106,916 is programmed to administrate the Transportation Development Act trust funds distributing \$32 million in transportation funding to member agencies.

Work Element 920 – 930 Local Agency Administration - \$419,931 is budgeted to provide administrative support to the Fresno County Rural Transit Agency and Fresno County Transportation Authority.

Work Element 940 Freeway Service Patrol - The Freeway Service Patrol is continued for the 24th year of operation. \$433,000 is budgeted to provide assistance to motorists on the state highway system in Fresno.