

May 25, 2017

**Memorandum**

**TO:** Transportation Technical Committee  
Policy Advisory Committee  
Fresno COG Policy Board

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

**SUBJECT: Fiscal Year 2017-18 Overall Work Program Recommendations:**

Staff recommends adopting the FY 2017-18 Overall Work Program, totaling \$15,833,473.

**Summary:** The Fiscal Year (FY) 2017-18 Overall Work Program (OWP), totaling \$15,833,473, is submitted for adoption. The proposed budget decreased \$3,464,988 from last year. Operational revenues remain intact, reserves are adequate, and the agency continues to operate within the bounds of prudent management.

The final proposed budget increased \$4,500 from the draft submitted in February to correct an error on the Advertising & Legal Notice budget in the Indirect Overhead category.

The proposed FY 2017-18 budget total reflects a decrease of 18% from the approved FY 2016-17 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 **Federal Transit Administration (FTA) Section 5307 Urbanized Area** Formula Program funds, 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, the Prop 84 Sustainable Communities Grant from the Department of Conservation, and the Interstate 5 and Highway 99 Goods Movement Study funded from the State Highway Account (SHA).

Federal revenues decreased 24% (\$1,968,226) reflecting the previously mentioned FTA 5307 and the FTA Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities program, FTA Section 5316 & FTA Section 5317 drawdowns. State revenues decreased 38% (\$504,236) largely

due to the drawdown of the Prop 84 Sustainable Communities grant and completion of the state funded San Joaquin Valley Goods Movement Freight Study. Local revenues decreased 10% (\$992,526), a significant part of which is Cash Match revenue from FTA Section 5310 projects that were spent down along with the progress of the design phase of the Golden State corridor project funded by Local Measure C revenues. Furthermore, utilization of the Measure C Taxi Scrip, Carpool, Commuter and Farm Worker Vanpool programs continue to grow.

### **Staffing & Benefits:**

There are no new Fresno COG planning positions included in this year's proposed budget; however, retirements and turnover of long term staff have resulted in budgetary savings as new hires generally come in at a lower salary range. Contingencies are carried for merit based salary increases as well as contingencies for anticipated health insurance increases. The overall proposed budget for salaries decreased by 4% and benefits by 5%.

### **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 of costs 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 decreased by 2% (\$10,661 total) primarily as rent was adjusted to the negotiated lease renewal contract. Other minor adjustments were made to Telephone, Insurance, Subscriptions, Legal Notice, Copier Lease, and Building Maintenance.

### **Direct Cost Expenses:**

#### **Consulting**

The overall consulting budget is \$6.2 million, which is a decrease of \$2.95 million corresponding to the revenue reductions discussed above regarding multi-year projects. New consulting projects include Blackstone \ Shaw Corridor Study under Work Element (WE) 110.

#### **Supplies & Printing**

The proposed budget for program specific printing costs remain the same at \$51,903.

#### **Software Support and Maintenance**

The Software account increased by \$81,500 for technical assistance associated with the traffic model.

**Workshops**

Workshops increased \$8,000 associated with the Regional Transportation Plan (RTP) update. Part of the Public / Outreach budget for the 2017 RTP update and adoption cycle is set aside for public workshops.

**Promotion / Public Outreach**

The Public Outreach budget decreased by \$12,000 as funding was transferred to Workshop activities for the RTP described above.

**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 budget remains unchanged.

**Measure C Farm Worker Vanpool Subsidy**

The budget remains unchanged.

**Employee Education, Training, and Travel**

The travel budget for Grant Specific programs decreased \$6,000 as the Sustainable Communities project was completed last year.

**FTA Section 5316 Job Access and Reverse Commute (JARC)**

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

**FTA Section 5317 New Freedom (NF)**

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

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

A schedule of Transportation for Elderly Persons and Persons with Disabilities projects is included in the Work Element. Completed projects are removed.

**Translation Services**

The budget increased \$2,000.

**County Counsel**

The budget decreased \$10,000 as last year's budget included contingency for a Regional Transportation Mitigation Fee (RTMF) lawsuit that was settled.

**Program Audits**

The budget remains unchanged.

**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 Policy Board Members to attend the monthly meeting and various board travel expenses associated with the agency.

**Temporary Help**

The budget remains unchanged.

**Other Misc. Expenses**

The budget remains unchanged.

**Freeway Service Patrol**

An RFP is scheduled to be released this year; therefore, \$21,000 is proposed for contingency.

**Equipment**

This account increased by \$5,000 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 \$75,000 associated with the Section 5304 (planning) grant with Fresno State and UC Denver's Business Commute Maximization.

**Grant Administration**

This account is to carry a provision for grants that have multi-year line items for administration. The account decreased \$18,423.

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

**Eliminated Work Elements**

(WE 811) SJ Valley Goods Movement

(WE 814) Sustainable Communities

**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 Fresno COG is statutorily responsible.

**Work Element 110 Regional Streets and Highways Planning** – This \$200,000 program includes \$150,000 for a Blackstone \ Shaw Corridor study and carries over \$50,000 for the Downtown\Tower Alternatives Study.

**Work Element 111 Regional Transportation Modeling** – This \$723,411 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 carried over at \$100,000.

**Work Element 112 Regional Traffic Monitoring** - This \$306,880 budget includes \$237,200 for Fresno County, Fresno, and Clovis to provide traffic counts for the regional program and \$30,000 for traffic counting equipment to accommodate increase traffic counts required of the Congestion Management Plan.

**Work Element 114 Intelligent Transportation Systems (ITS)** – No major update to the ITS Plan is required; therefore, \$6,923 is budgeted for the maintenance of the plan and continued coordination.

**Work Element 115 Regional Transportation Mitigation Fee (RTMF)** – This \$105,704 program implements the collection of the RTMF for the Fresno County Transportation Authority. \$50,000 is budgeted for technical support.

**Work Element 116 National Park Transit Service** – This \$864,000 budget provides seasonal Public Transit Service to Yosemite.

**Work Element 117 Golden State Corridor** - \$3,578,548 is provided to continue the design phase of the Golden State Corridor project.

**Work Element 120 Public Transportation** – Primarily funded with the City of Fresno’s FTA Section 5307 grant, this \$282,533 program coordinates activities between Federal Transit Administration and our four transit operators including **Consolidated Transportation Services Agency (CTSA)** operations.

**Work Element 121 FTA Section 5316, 5317, and 5310** – \$2.1 million in Federal Transit Administration Section 5316 and Section 5317 and Section 5310 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 also covers administration of the revised FTA Section 5310 program through this work element.

**Work Element 123 Sustainable Communities Transit** – FTA Section 5304 (planning) grant funding provides \$392,589 to develop a Sustainable Communities Public Transportation Plan.

**Work Element 124 Business Commute Maximization** – FTA Section 5304 (planning) grant provide \$372,312 for Fresno State and UC Denver to develop a Sustainable Communities Public Transportation Plan.

**Work Element 150 Other Modal Elements** – This \$309,694 program coordinates activities related to aviation, rail, bicycle and pedestrian. A Regional Active Transportation Plan (\$220,000) is currently underway.

**Work Element 152 High Speed Rail** - \$227,281 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** - \$351,252 is programmed to support the Commission and provide for an update to the Airport Land Use Plan.

**Work Element 170 Regional Transportation Plan** – \$921,874 is budgeted to continue the ongoing RTP process. This includes \$150,000 for an updated EIR and \$130,000 for various outreach initiatives to improve the involvement from the public in our transportation planning processes.

**Work Element 172 Congestion Management Program** – This \$179,351 budget includes a major update to the CMP that is carried over from last year.

**Work Element 180 Air Quality** - \$263,699 is programmed for air quality activities associated with air quality conformity.

## II. Transportation Program Development

**Work Element 210 Measure “C” Extension** - \$348,060 is programmed to implement Measure “C” activities and update the Capital Projects Strategic Plan.

**Work Element 211 Measure “C” Citizen Oversight Committee** - \$22,538 is programmed to support the committee.

**Work Element 212 Measure “C” Carpool/Vanpool** – The \$393,450 budget provides for Carpool Incentives and Commuter Vanpool Subsidies.

**Work Element 214 Measure “C” ADA/Seniors** – This \$712,754 budget provides for the Senior Taxi Scrip program.

**Work Element 215 Farmworker Vanpool** – This \$461,314 program provides subsidies to agricultural workers for vanpool transportation provided by Cal Vans.

**Work Element 220 Transportation Program Development** - \$288,801 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 the Web based Programming software, Fresno Trak.

### III. Services and General Coordination

**Work Element 310 Intergovernmental Coordination** - \$151,146 is budgeted to coordinate with member agencies and other governmental units.

**Work Element 311 Public Participation** – \$158,237 is programmed to facilitate public involvement in the Fresno COG planning process.

**Work Element 313 Environmental Justice** - \$39,413 is programmed to provide Environmental Justice analysis for disadvantaged communities and stakeholder groups.

**Work Element 320 Technical Assistance** - \$288,707 is budgeted to assist member agencies in planning and project implementation including a continuation of the Circuit Planner and Circuit Engineer and \$50,000 technical studies.

**Work Element 331 Zero Net Energy Farms** - \$49,645 is budgeted to assist in a demonstration project involving Red Rock Farms near Huron.

**Work Element 340 Transportation Demand Management (TDM)** – \$21,956 is programmed for TDM activities related to the Valleyrides ridesharing program.

**Work Element 350 Fresno Regional Data Center** - \$21,426 is programmed to maintain census and population related statistics vital to the planning process.

**Work Element 360 One Voice Advocacy** - \$126,506 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** - \$15,859 is programmed to continue the discussion of farmland mitigation.

**Work Element 420 Regional Housing Needs** - \$17,277 is budgeted to assist member agencies in the update to the Regional Housing Needs Allocation Plan.

**V. Valleywide Coordinated Activities**

**Work Element 812 Rural Transit Alt.** - \$23,529 is programmed to carry over a Rural Transit Study in coordination with UC Davis.

**Work Element 820 Valley RTPA Coordination** - General activities associated with this \$227,780 budget include a \$110,000 consultant contract to coordinate the Valleywide planning effort and interagency coordination.

**VI. Administrative Activities**

**Work Element 910 COG Administration** - \$136,927 is programmed to cover non-federal/state general administration.

**Work Element 911 Overall Work Program** - \$53,848 is programmed to develop and monitor the Overall Work Program.

**Work Element 912 Transportation Funds Admin** - \$101,899 is programmed to administrate the Transportation Development Act trust funds distributing \$35 million in transportation funding to member agencies.

**Work Element 920 – 930 Local Agency Administration** - \$425,045 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 25<sup>th</sup> year of operation. \$450,262 is budgeted to provide assistance to motorists on the state highway system in Fresno. The bidding process for this service contract will be bid this year.