

# SAN LUIS OBISPO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**MEETING DATE:** February 8, 2006

**SUBJECT:** FY 2006/2007 Preliminary Overall Work Program and Budgetary Assumptions

### SUMMARY

This report presents the proposed Work Elements for the 2006/2007 Overall Work Program (OWP) and Line-Item Budget for consideration and “preliminary” approval. The draft work elements and draft line item budget will be used to develop a detailed comprehensive OWP for state and federal funding agency review and input. A final draft OWP will integrate their comments and be scheduled for Board adoption in April.

**The total proposed draft budget is \$2,445m, a decrease of \$241k from the adopted (modified) FY 2005/2006 budget. The OWP recommends filling one frozen position, resulting in total staffing of 14.75 person years. In addition, to implement the Blueprint Grant, staff recommends adding one contract position.**

#### Major expense categories include:

- Salaries (\$1,501m), an increase of \$148k (9%);
- Services & Supplies \$667k, an increase of \$17k.
- Contract Consultant Services, \$276k, a decrease of \$4118k

#### Major Revenue sources include:

- Local
  - Transportation Dev. Act (TDA) funds a decrease of \$39k to \$586k.
  - Regional Surface Transportation Program (RSTP) \$358 (increased from \$275).
  - State Transit Assistance (STA), \$0 (decrease of \$65k).
  - Callbox revenues decrease of \$55k to \$396k (for digital & ADA upgrade).
- State (decreased \$23k)
  - Regional Transportation Improvement Program (Planning, Programming and Monitoring – PPM), \$120k (a decrease of \$150k)
  - Regional Blueprint Planning Grant \$226,800 with anticipated carryover to FY 06/07 of \$107k
- Federal (increased \$61k)
  - PL (Planning funds) increased by \$61k to \$710k (plus \$40k carryover)
  - Federal Transit Administration (FTA), \$48k, no change

### RECOMMENDATIONS

**Staff** Review, comment, and conceptually approve development of an OWP and budget based on the proposed work elements and budget assumptions contained in this staff report; distribute to funding agencies for review and integration of comments; and schedule for adoption in April.

**TTAC:**

**CTAC:**

### BACKGROUND

State and federal law and SLOCOG’s Joint Powers Agreement require the annual preparation and approval of an Overall Work Program and budget. The OWP identifies all work elements, major tasks, staffing levels, and products proposed for the upcoming fiscal year. Federal and State laws, regulations, and policies require most SLOCOG-related functions.

The draft OWP will be further developed and refined considering Caltrans and Federal agency (Federal Highway Administration [FHWA] and Federal Transit Administration [FTA]) guidelines and priorities (to be issued in late January 2006), and their comments submitted at the Intergovernmental Planning Group (OWP review) meeting in March. The final OWP and budget, incorporating their recommendations, will be scheduled for SLOCOG adoption in April.

## WORK PROGRAM SUMMARY

The following is a summary of the proposed work tasks for fiscal year 2006/2007.

### Notes:

Strikeouts are deleted text from the 05/06 OWP; highlights are new; and Italics are "mandated" or "encouraged work tasks".  
 Funding source abbreviations: Transportation Development Act (TDA) funds; State Transit Assistance (STA) funds; Federal Transit Assistance (FTA); Regional State Highway Account (SHA)

### Major Work Elements:

1. **Transportation Development Act Administration (TDA):** administration and allocation of over \$11m in TDA funds, fiscal & compliance audits, unmet transit needs hearings and analysis, and annual reporting (*mandated*).
2. **Performance audits:**
  - a. ~~Five performance audits: SLOCOG, South County Area Transit, Paso Robles Transit, Ride-On, and South Bay Dial-A-Ride~~
  - b. **New (2) Performance Audits: Atascadero Transit and Morro Bay Transit.**
3. **Transit Plans:**
  - Short Range Transit Plans – (SRTP) (*mandated*):
    - a. Carryover: North Coast SRTP (Cambria, South Bay, Morro Bay). Estimated completion date 9/30/06
    - b. **New: Regional Transit Authority SRTP (CCAT and Runabout).**
  - Ongoing Transit Planning, Coordination, Technical Assistance, and Urban Area Transit Coordination & Programming (Nipomo to Santa Maria, Paso Robles-Atascadero and SLO).
  - **New: Fed Section 5307 Designated Recipient responsibilities (grant application review and approval as a new MPO responsibility (*mandated*))**
  - **New: Participate in quarterly Urbanized Transit Operators Coordination meetings in the 3 separate urbanized areas**
  - Special studies/grants:
    - c. ~~Bilingual outreach (Completed FY 05/06).~~
    - d. ~~Coordinated Transit Maintenance Facility (Scheduled completion FY 05/06).~~
    - e. ~~Smart Card Study (Scheduled completion FY 05/06).~~
    - f. ~~Job Access Reverse Commute (JARC) (Completed FY 05/06).~~
    - g. ~~Update Public Participation Plan (Scheduled completion FY 05/06).~~
    - h. Carryover: Senior Mobility Training FTA Sec 5313 (b).
    - i. Carryover: Paso Robles Marketing Plan (FTA Sec 5313 (b)).
    - j. **New: Human Services Transportation Plan (*mandated*).**
4. **Planning for System Efficiency (Transportation Demand Management – TDM):** TDM support activities, park-n-ride lot enhancement implementation, rideshare program coordination (*mandated, in part*).
  - ~~Comprehensive Park and Ride Lot Assessment. Completed FY 05/06).~~
  - ~~Assessment of Freeway Express Bus Options. Completed FY 05/06).~~

- Finalize program of projects for PNR improvement implementation
  - New: Implementation of PnR lot study recommendations.
  - Intelligent Transportation System Development and Deployment
    - *Maintain regional ITS architecture (mandated)*
    - Complete the Central Coast ITS Improvement Plan & Regional Architecture Update
5. ~~Regional Transportation Plan Update. (Completed, April 2005, mandated).~~
- New: amendment as necessary per Community 2050 findings, et al.
6. **Highways, Corridors, and Routes of Regional Significance:**
- a. Surface Transportation System planning, coordination, and implementation (*ongoing work effort - mandated*).
  - b. Project scoping studies: participation on-going studies (*mandated-lower level of effort*).
  - c. ~~Strategic Improvement Plan for Major Transportation projects (scheduled for completion in FY 05/06).~~
  - d. Route 1 Scenic Byway Planning and Coordination (*federal byway requirement*)
    - i. Corridor Plan project grant implementation.
    - ii. Preparation for new Grants.
    - iii. Develop Scenic Byway candidate project CIP.
  - e. Transportation System Performance Program.
    - i. ~~Pavement Maintenance Study, scheduled: 6/06, (*highly encouraged*).~~
    - ii. Performance monitoring – annual update, 10/06, (*mandated*).
  - f. Traffic Model Development (*highly encouraged*).
    - i. Operational use, assessment and analysis.
    - ii. County-wide traffic impact and cost analysis.
    - iii. Deficiency Analysis (Carryover)
    - iv. Nexus Study (Carryover)
    - v. Regional Impact Fee Development
7. **Planning for Alternative Modes of Transportation** (*mandated and /or highly encouraged*).
- a. Bikeway & pedestrian system planning, coordination, facilitation, and project development (*ongoing*).
  - b. Rail Service Planning, facilitation and support.
    - i. Coast Rail Coordinating Council staff support.
    - ii. LA to San Diego (LOSSAN) coordination.
    - iii. Local rail improvement planning and coordination.
    - iv. ~~Diesel Mobile Unit (DMU) Rail Review (Scheduled completion FY 05/06)~~
  - c. Aviation:
    - i. Planning and coordination.
    - ii. Carryover: 2006 Aviation Capital Improvement Program update (*mandated*).
    - iii. Participate in the Small Community Air Service Development Plan.
  - d. Commodity Movement project consideration and integration.
8. **Public Participation, Intergovernmental Support & Intelligent Transportation System Management**
- a. Public Participation: outreach, website, newsletters, advisory committees (*mandated*).
    - i. ~~Update Public Participation Plan (*mandated*). (Scheduled: FY 05/06)~~
    - ii. ~~Modernize SLOCOG Website (Scheduled completion FY 05/06).~~
    - iii. Annual Report
  - b. Intergovernmental Review:
    - i. Intergovernmental Review: projects, studies and plans (*optional, encouraged*).
    - ii. Land Use/Transportation Integration; Smart growth facilitation (*encouraged*) (state priority) review and comment on proposals.
    - iii. Census support (*mandated: but no funding or specific requirements*).  
Census data updates, postings, mappings and analysis (ongoing).

- iv. GIS Development (*highly encouraged*).
- v. **New: Aerial Photographs.**
- c. Intelligent Transportation System (ITS) Development & Deployment (Mandate: minimal effort).
  - i. Integrate ITS in projects and plans consistent w/ITS plan (ongoing).
  - ii. ~~Develop ITS capital improvement project list (Callbox revenues: \$150k)~~
- d. **New: Community 2050 Program (Regional Blueprint Grant Funded)**
  - i. Administer Grant Program
  - ii. Conduct meetings in each of four sub-regions to employ the Land Use Planning Analysis model developed in Phase III of the project.
  - iii. Present key issues using the model to show alternative scenarios and determine the preferred growth scenario and implementing actions.
  - iv. Develop Draft Regional Vision Agreement for refinement and consensus polling.
  - v. Continue outreach to the public and jurisdictions.
  - vi. Provide assistance and encourage progress consistent with the Preferred Growth Scenario.
  - vii. Continue data collection.
  - viii. Scenario development.
  - ix. Vision plan development.
  - x. Public input and plan adoption.

**9. Transportation Programming, Delivery and Financial Management.**

- a. **2006 Federal Transportation Improvement Program (FTIP) – programming of all federal funding (*mandated*).**
- b. State Transportation Improvement Program (STIP) – (*mandated, lower level of effort*).
  - i. ~~2006 STIP Biennial program of all major state highway improvement funding. (Completed in FY 05/06).~~
  - ii. Ongoing project development and implementation
- c. Regional Surface Transportation Program (RSTP)
  - i. ~~Program additional four years of funding (Completed in FY 05/06).~~
  - ii. Ongoing administration of previously programmed projects (*mandated*).
- d. Transportation Enhancement (TE) programming
  - i. ~~Program an additional four years of funding (completed in FY 05/06).~~
  - ii. Ongoing administration of previously programmed projects (*mandated*).
- e. Financial Information Systems Development
  - i. Ongoing: refined computerized tracking system for all projects, integration of data management systems (*highly encouraged*).
- f. Supplemental Funding: assess local, regional opportunities (*highly recommended*).
  - i. Regional Developer Fees; assessment and development.
  - ii. Local Option Gas Tax or Local Option Sales Tax assessment.
    - Conduct Community Survey (Poll) (consultant: RSHA , \$25k).
    - Community Outreach efforts.
    - Assess and develop options.
  - iii. Assessment of state/regional funding proposals.

**10. Special Projects:**

- a. Emergency Call box Program (*ongoing-self-funded*):
  - i. Administer program
  - ii. Implement ADA upgrade for hearing-impaired (*mandated*).
  - iii. Administer digital system upgrade (*mandated*). .)

**11. Agency Administration & Intergovernmental Coordination.**

- a. Ongoing agency administration, financial management, and personnel management (*mandated: increased emphasis on budget and work program reporting*).

- b. Intergovernmental Coordination: among local, regional and state agencies (*mandated*).
- c. Legislative Review: annual legislative Program, bill review, year-end report.

## BUDGETARY ASSUMPTIONS

Major expense categories include:

- Salaries (\$1,501m, an increase of \$148k [9%]):
  - Current approved allocated positions: 14.75 pys
  - Current FY 05/06 budgeted positions: 13.75 pys (one frozen since FY 02/03)
  - Recommended staffing: 14.75 pys (full-time equivalent); plus 1 contract planner to assist in Community 2050 grant-funded program.
  - PERS & Workers' Compensation increased, scheduled step increases
- Services & Supplies (\$667k, and increase of \$17k)
  - Rent/lease, Insurance
  - Payroll services.
  - Memberships.
  - Office expenses, supplies
  - Postage, copying
  - County services (Co Counsel, Auditor, Treasurer).
  - Public notices, public participation, video-taping board meetings.
  - Special Department Expenses, Significant Value Purchases,
  - Fixed assets (4 replacement and one additional computer).
  - Travel, Classes, seminars, conferences
  - Communications.
  - Office building reserve (\$100k).
- Contract Consultant Services (\$276k, a decrease of \$245k)
  - Transportation Development Act recipient fiscal and compliance audits.
  - Transit Studies.
  - Community 2050 visioning support services
    - CalPoly GIS
  - Traffic Model (Fehr and Peers) technical support.
    - Nexus Study, Deficiency Study, Micro-simulations.
  - Community Survey poll, \$25k

Major Revenue sources include:

- Local
  - Transportation Dev. Act (TDA) funds (\$586k).
  - Regional State Highway Account (RSHA) funds (\$358k).
  - Transit Assistance funds (STA) (\$0).
  - Callbox revenues (\$396k).
- State
  - Regional Transportation Improvement Program (\$120k).
- Federal
  - PL (Planning funds) increase (\$710k plus \$40k carryover)
  - Federal Transit Administration (FTA) (\$48k no change)