

# SAN LUIS OBISPO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**MEETING DATE:** December 5, 2007  
**SUBJECT:** FY 2008/2009 Preliminary Overall Work Program and Budgetary Assumptions

### SUMMARY

This report presents the proposed Work Elements for the 2008/2009 Overall Work Program (OWP) and Line-Item Budget assumptions for consideration and "preliminary" approval. The draft work elements and draft line item budget will be used to develop a detailed comprehensive OWP and draft budget for state and federal funding agency and SLOCOG board review, input and final approval.

Caltrans and federal transportation agencies will publish state and federal priorities in January. These priorities must be addressed in the OWP in order to receive state and federal funding. The vast majority of work undertaken by SLOCOG is required to either meet state or federal requirements, or the annually identified state and federal "priorities". A draft OWP and budget is scheduled for SLOCOG board review and input in February; the final OWP/budget, integrating federal and state agency comments, is scheduled for Board adoption in April.

This staff report summarizes the major work elements and tasks anticipated to be conducted by SLOCOG staff in FY 08/09. It is conceptual, at this time, until we have an opportunity to review the annual state and federal agency priorities for funding.

Overall, staffing is recommended to increase by one-half (½) employee for a total of 20.62 employees. The Coordinated Human Services Transportation Plan recommended adding an employee to serve as the Regional Mobility Manager. It's envisioned as a Rideshare employee. With the addition of the Regional Mobility Manager, the half-time Rideshare Bike Coordinator/Intern position would be eliminated for a net increase of one-half an employee. SLOCOG positions would then include one (1) Executive Director, three (3) Division Managers, eight and one-half (8 ½) Planners, one (1) Administrative Services Officer, two (2) Secretaries, one (1) three-fourths (¾) Accountant, two (2) half-time (1/2) interns, one .37 Office Aide, one (1) Regional Rideshare Program Coordinator, one (1) Rideshare Administrative Assistant, and one (1) Regional Mobility Manager.

### RECOMMENDATIONS

- Staff**
- Review, comment, and conceptually approve.
  - Direct development of a detailed draft OWP/budget for review in February, distribution for review and input to state and federal agencies, and scheduled 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 January 2008), and their comments submitted at an Intergovernmental Planning Group (OWP review) meeting in February/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 2008/2009.

### Notes:

Strikeouts are deleted text from the 07/08 OWP; **highlighted tasks 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 Surface Transportation Program (RSTP)

### Major Work Elements:

- 1. Transportation Development Act Administration (TDA) (mandated):**
  - a. Administration and allocation of almost \$12m in LTF funds and \$14m in STA funds (largely resulting from Proposition 1A and 1B);
  - b. Fiscal & compliance audits;
  - c. Unmet transit needs hearings and analysis; and
  - d. Annual deficiency analysis and annual reporting.
  
- 2. Performance Audits (mandated):**
  - a. ~~Three (3) Performance Audits: SLO Regional Transit Authority (RTA), SLO Transit, and SLO County Transit Systems.~~
  - b. **South County Area Transit, Paso Robles fixed route and dial-a-ride, Ride-On Transportation, and SLOCOG (including Rideshare).**
  
- 3. Transit Plans and Studies:**
  - a. Short Range Transit Plans (SRTP) (mandated):
    - Regional Transit Authority SRTP (CCAT and Runabout), Expected Carryover.
    - SLO City Transit SRTP (Possible Carryover)
  - b. Ongoing Transit Planning, Coordination, Technical Assistance
    - Urban Area Transit Coordination & Programming (Nipomo to Santa Maria, Paso Robles-Atascadero and SLO); and
    - STA funded capital project planning, project development (transit centers, bus stops, capital purchases {Prop 1A&1B}); and
    - Facilitation to implement adopted plans (i.e. SRTPs, Human Services Transportation Plan, etc.)
  - c. Ongoing: Fed Section 5307 Designated Recipient responsibilities (grant application review and approval (mandated MPO responsibility)
  - d. Special studies/grants (encouraged):
    - ~~Senior Mobility Training FTA Sec 5305~~ (completed in 2007/08).
    - Region-wide Fare Improvement Study (transfers, passes, policies; bus stop amenities) (expected carryover).
    - **Planning Assistance for Migrant Farm Worker Transportation.**

#### 4. Planning for System Efficiency

- a. Transportation Demand Management (TDM) (*mandated, in part*).
  - Implementation of Park-n-Ride (PnR) lot enhancements, program coordination
  - ~~Implement PnR Lot Study recommendations, enhancements, and expansions (Las Tablas PnR lot expansion; PnR lease lot expansions; existing lot maintenance, improvements & enhancements).~~
- b. Intelligent Transportation System (ITS) Development and Deployment
  - Maintain regional ITS architecture (mandated)
  - Implement and promote ITS improvements where applicable and consistent with ITS plan and regional architecture.
  - Identify and apply for outside funding sources for critical project implementation(s).
  - **Develop and implement 511 Information System.**
- c. Regional Rideshare Program
  - Maintain Public Outreach
  - Maintain Computer Trip Focus
  - Maintain Non-Work Trip Focus
  - Maintain Bicycle Program
  - Maintain Intergovernmental Coordination
  - Maintain Rideshare Administration
  - **Develop Mobility Management Function and expand the Safe routes to School Program**

#### 5. Regional Transportation Plan (RTP) Update. (*mandated update in 2008*)

- ~~a. Begin comprehensive 2008 RTP Update.~~
- ~~b. Update 2001 RTP EIR (consultant RFP preparation and contract).~~
- c. **Complete Comprehensive 2008 RTP update**
- d. **Update and adopt the 2001 RTP EIR (consultant RFP preparation and contract).**

#### 6. Highways, Corridors, and Routes of Regional Significance:

- a. Surface Transportation System.
  - Ongoing system wide planning, coordination, and implementation (*ongoing work effort - mandated*).
  - Special Studies:
    - Route 46E Comprehensive Corridor System Plan: plan development, **adoption and implementation.**
    - Route 101 North County Operational Improvement Study (in coordination w/Caltrans and affected jurisdictions).
- b. Project scoping reports and studies: (*mandated-lower level of effort*).
  - Participation in on-going studies/project development team meetings.
  - **Pursue PSR's per Route 46 East Corridor Study, US Highway 101 North County Operational Improvement Study, and Highway 1/101 "Ops." Study.**
- c. Scenic Byway Planning and Coordination)
  - Implement Scenic Byway Rt. 1 Corridor Plan project grants (possible carryover).
  - ~~Prepare new Scenic Byway (Rt. 1) Grants.~~
  - Develop Annual Scenic Byway candidate project CIP.
  - ~~Pursue designation of Highway 46 West as a State Scenic Highway, a first step in the nomination of a National Scenic Byway.~~

- d. Transportation System Performance Program.
  - Annual Update of Caltrans Highway Performance Monitoring System (HPMS, *mandated*).
  - Prepare Addendum to 2007 Transportation System Performance Indicators Report
  - ~~Annual Performance Monitoring Report – all modes, (*mandated*).~~
  - Triennial Update of Regional Traffic Counts
  - Develop an integrated Regional Traffic Count Program with Caltrans and local agencies.
  - ~~Enhance regional traffic count program by better integration and coordination with Caltrans and local agencies' traffic count programs.~~
- e. Regional Traffic Model Development (*highly encouraged*).
  - Update, improve and operate.
  - Incorporate 2010 Census address update to provide enhanced residential location data
  - ~~Operational use, assessment and analysis.~~

**7. Planning for Alternative Modes of Transportation (*mandated and /or highly encouraged*).**

- a. Bikeway & Pedestrian system.
  - Ongoing planning, coordination, facilitation, and project development (*ongoing*).
  - Project Development coordination on major regional bike paths: Bob Jones, Morro Bay to Cayucos, Atascadero to Templeton, Coastal Trail, et. al.
  - Safe Routes to School, administration/coordination with Ridesharing in program promotion/education; and assist in state/federal grant procurement.
- b. Rail Service Planning, facilitation and support.
  - Coast Rail Coordinating Council staff support.
  - LA to San Diego (LOSSAN) coordination.
  - Local rail improvement planning and coordination.
  - Grover Beach Train Station Expansion: Coordination & Assistance
- c. Aviation:
  - Planning and coordination.
  - Advocate and facilitate for additional services (Sacramento, et al)
  - Assess aviation-related goods movement needs (UPS, Fed Express)
  - ~~Assess improved transit/shuttle services to/from airport~~
- d. Commodity Movement:
  - Project consideration and integration.
  - ~~Review and input into State Goods Movement plan.(Proposition 1B)~~
  - Participate in the AMBAG proposal for a Goods Movement Study for Monterey, San Luis Obispo and Santa Barbara County (grant funded).

**8. Public Participation and Intergovernmental Coordination and Support**

- a. Public Participation:
  - Ongoing: outreach, website, newsletters, advisory committees (*mandated*).
  - Annual Report
  - Public Opinion survey(s).
- b. Intergovernmental Coordination and Support (*highly encouraged*)
  - Intergovernmental Coordination (meetings, et al.)
  - Intergovernmental Review: projects, studies and plans (*optional, encouraged*).
- c. Land Use/Transportation Integration; Smart growth facilitation (*encouraged - state priority*) review and comment on proposals.

- d. Census Data Center Activities (*mandated: but no funding or specific requirements*).
  - Census support, analysis and response to requests for census data.
  - Review results of Census 2010 Local Update of Census Addresses (LUCA) program.
  - Assist in completion of Census Boundary and Annexation Update and Boundary Validation Program.
  - Identify and propose changes to boundaries for census tracts, block groups, and census designated places for Census Statistical Areas Program.
  - Review, analyze and distribute data from 2005, 2006 and 2007 American Community Surveys (ACS).
- e. ~~Triennial Update of Regional Profile~~
- f. GIS Development (*highly encouraged*).

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

- a. Federal Transportation Improvement Program (FTIP) – programming of all federal funding (*mandated*).
  - FTIP Amendments to address changes in Federal & State funding.
  - Annual Federal Appropriation Candidate Project Nominations and project administration.
- b. State Transportation Improvement Program (STIP) – (*mandated, high level of effort*).
  - ~~2006 STIP: Ongoing project development and implementation~~
  - ~~2006 STIP Augmentation Programming & Administration (Prop 1B).~~
  - ~~2007 Corridor Mobility Improvement Account (CMIA) Program Adoption (Highway 46 project development, facilitation, and administration; and continue to pursue potential CMIA funding for the Santa Maria River Bridge.~~
  - ~~State Local Partnership Program.~~
  - 2008 RTIP (December, 2007), ongoing project development, monitoring and administration.
- c. Regional Surface Transportation Program (RSTP)
  - Ongoing administration of previously programmed projects (*mandated*).
  - Annual status of projects and schedule/funding amendments.
- d. Transportation Enhancement (TE) programming
  - ~~Program additional funding (2007 STIP augmentation & 2008 RTIP).~~
  - Ongoing administration of previously programmed projects (*mandated*).
- e. Financial Information Systems Development
  - Ongoing: refined
  - computerized tracking system for all projects,
  - Supplemental Funding: assess local, regional opportunities (*pertinent*).
  - Intergovernmental Transportation Fees; assessment and development (Carryover).
    - Deficiency Analysis (Carryover)
    - Nexus Study (Carryover)
    - Coordinate with local agencies on Sub-area Fee Agreements.
- f. Pursue recommendations developed by Funding Steering Committee and SLOCOG Board.

**10. Special Projects:**

- a. Emergency Call box Program (*ongoing-self-funded*):
  - Administer program
  - Potential relocation or addition of callboxes on rural arterials.
  - Mobile callbox development
- b. Community 2050 Program (Regional Blueprint Grant Funded)

- Administer Grant Programs
  - Refine data collection and model outputs.
  - Transportation modeling scenario development.
  - Vision plan refinement and implementation.
  - Public input and member agency plan endorsement and adoption integration.
  - Member agency plan implementation facilitation.
  - Integrate AB 32 Greenhouse Gas Emission Reduction Strategies into ongoing agency activities and programs
- ~~e. New: Regional Housing Needs Assessment~~

#### 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. Legislation:
  - Prepare year-end Legislative report
  - Prepare State and Federal Legislative Programs
  - Monitor State & Federal Legislation & develop positions as applicable
  - Coordinate with other regional agencies and CALCOG in development of united principles for the reauthorization of SAFETEA-LU.
- ~~d. Agency Long Term Goal Setting/Agency Mission Assessment per Performance Audit recommendation.~~
- ~~e. Agency "Branding" per Performance Audit recommendations.~~
- f. Office architectural design services.

### BUDGETARY ASSUMPTIONS

FY 07/08 Budget: \$4.7m

FY 08/09 Budget is expected to be largely the same, the largest variable being consultant services driven by the Work Program.

#### Major expense categories include:

1. **Salaries** (FY 07/08: \$1.9m).
  - a. Current approved allocated positions: 19.125 pys plus 1.5 py Community 2050 (grant funded).
  - b. Recommended staffing changes:
  - c. increase ½ PY for Regional Mobility Manager.
  - d. PERS & Workers' Compensation increased, scheduled step increases, and any negotiated compensation changes scheduled for consideration in FY 08/09
2. **Services & Supplies** (FY 07/08, \$986k), expected increase of approximately 4-6%
  - a. Rent/lease, Insurance
  - b. Expected increase in lease sf as a result of the loss of shared space with RTA (Conference Room, RTA/SLOCOG accounting and storage).
  - c. Payroll services.
  - d. Memberships (CALCOG, CA Transit Assoc, CALCACT).
  - e. Office expenses, supplies
  - f. Postage, copying

- g. County services (Co Counsel, Auditor, Treasurer).
  - h. Public notices, public participation, video-taping board meetings.
  - i. Special Department Expenses, Significant Value Purchases,
  - j. Fixed assets
  - k. Scheduled computer replacements
  - l. **Replacement of RTA/SLOCOG shared copier.**
  - m. Travel, Classes, seminars, conferences
  - n. Communications.
- 3. Contract Consultant Services** (FY 07/08, \$961k), unclear amount, at this time, subject to OWP. Two major consultant carryover tasks are: **updating the 2001 Regional Transportation Plan EIR; and architectural services to design the new SLOCOG offices**
- a. Transportation Development Act recipient “fiscal” and “performance” audits.
  - b. Transit Studies.
  - c. Community 2050 visioning support services: Cal Poly GIS; eco-interactive access.
  - d. Triennial Regional Traffic Counts.**
  - e. Traffic Model technical support (Carryover).
  - f. Nexus Study, Deficiency Study, Micro-simulations of inter-agency interchanges.(Carryover)
  - ~~g. Community Survey poll (\$30k)~~
  - h. Regional Transportation Plan EIR.**
  - ~~i. Facilitator: Mission Statement.~~
  - ~~j. Consultant: Agency Branding~~
  - k. Supplemental Funding (public surveys, and technical advice and support).**
- 4. Office Building.**
- a. Architectural Services: \$100k est.
  - b. Building Construction Reserve: recommend prorated allocation of all SLOCOG funding (TDA {LTF & STA}, STP, PL, PPM).
- 5. Administration**
- a. Board Member Meeting Stipend.
  - b. Sponsorships: local conferences, e. al, as approved by Exec Comm. (\$10k).

**Major Revenue Sources** are noted below. Total dollar amounts are unknown at this time subject to state and federal fund notifications.

- 1. Local
  - a. Transportation Dev. Act (TDA) funds (FY 07/08, \$735k).
  - b. Regional Surface Transportation Program (RSTP).
  - c. Callbox revenues
- 2. State
  - a. Regional Transportation Improvement Program (Planning, Programming and Monitoring – PPM)
  - b. FY 08/09 Regional Blueprint Planning Grant
  - c. State Transit Assistance (STA).
- 3. Federal
  - a. PL (Planning funds), FY 07/08, \$860k)
  - b. Federal Transit Administration (FTA)