DATE: January 25, 2017
TO: Technical Advisory Committee (TAC)
FROM: Debbie Egger, Fiscal Administrative Officer
SUBJECT: Draft FY 2017-18 Overall Work Program (OWP) & Budget

STAFF REPORT

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Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:
   “I move that the TAC recommend the HCAOG Board approve the Draft FY 2017-18 OWP & Budget and direct staff to forward to Caltrans for their review and comments.”

Staff Summary:

The Fiscal Year (FY) 2017-18 Overall Work Program (OWP) with a total budget of $1,235,220 has been prepared in compliance with Caltrans' most recent handbook for Regional Transportation Planning necessary to receive federal and state transportation planning funds.

The OWP & Budget is the primary management tool for HCAOG and contains a description of the activities to be undertaken in the coming fiscal year along with detailed budget information. A draft OWP is due to Caltrans District 1 by March 1 for review and comment before it is formally approved by the Board.
Staff recently attended training through Caltrans Audits in Sacramento and received information on the eligible and ineligible uses of the Rural Planning Assistance funds. Because of the information provided by Caltrans, changes have been made to the FY 2017-18 OWP & Budget which were not in previous OWP's. These changes will require additional Local Transportation Funds for the use of some HCAOG administration. The additional funds will be used to cover staff time in work elements, such as WE 3 OWP Development, to cover time used when developing and/or amending the OWP's work elements that are not RPA eligible. Staff has also learned that preparing for and attending the HCAOG's Social Service Transportation Advisory Council (SSTAC) meetings is not RPA eligible. The TDA Guidelines sets the requirements for the establishment of SSTAC's per Section 99238, therefore the preparation and attendance of all SSTAC meetings need to be funded through LTF funds which has been included in WE 11 Transportation Development Act Management.

The Service Coordination Committee (SCC) and the SSTAC both had an opportunity to review the Draft OWP & Budget prior to the Caltrans training, therefore those committees did not see the additional TDA funds needed to make the necessary changes.

The majority of work elements listed in the FY 2017-18 OWP are annual projects needed to cover the RTPA transportation responsibilities for general transportation planning. There are however a few projects that are not required on an annual basis:

**WE 15: Mobility on Demand** - This project will assess the state and local paratransit systems and define a workable strategy that will enable the ability to meet growing expectations and demand for an integrated demand-responsible transit system. Funding for this work element is dependent on a submitted Caltrans’ Sustainable Communities grant.

**WE 16: Rohnerville Airport Connectivity Study** - This is a multi-year project which is programmed in the current OWP and is scheduled to be completed during FY 2017-18. The project will include a study of the existing access to the Rohnerville Airport to establish the feasibility of expanding the airports connectivity to improve goods movements and transportation access.

**WE 19: Transit Development and Marketing Plan** - This is a multi-year project which will be completed during FY 2017-18. The future work will implement the adopted plans and will continue to promote and market the local transit service.

Staff is seeking comments and a recommendation to forward the OWP & Budget to the HCAOG Board for approval.