



FY 2016-17



# Overall Work Program & Budget

Adopted April 2016

Humboldt County Association of  
Governments (HCAOG)  
Eureka, CA 95501  
[www.hcaog.net](http://www.hcaog.net)



**Humboldt County Association of Governments  
 FY 2015-16 Overall Work Program (OWP) & Budget**

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## INTRODUCTION

The Humboldt County Association of Governments (HCAOG) as the federally designated Regional Transportation Planning Agency (RTPA) for Humboldt County is responsible for coordinated transportation planning, and programming transportation funding for the County of Humboldt.

The RTPA performs transportation needs and related studies; prioritizes specific infrastructure improvements; and pursues prospective funding sources.

Specific mandated RTPA duties include preparing and adopting the Regional Transportation Plan, the Regional Transportation Improvement Program (RTIP), and the Overall Work Program & Budget to allocate federal and state funds, including Transportation Development Act funds, to local governments and transit operators.

## HCAOG HISTORY

HCAOG was established on May 7, 1968, through a Joint Powers Agreement (JPA) signed by the eight local governments in the region (the seven incorporated cities and the unincorporated County). On July 20, 1972, HCAOG was designated by the State of California as the RTPA for the County of Humboldt.

California State Legislature since January 1, 1986, authorizes counties to form or designate a Service Authority for Freeway Emergencies (SAFE). In 1993, pursuant to Section 2550 of the Streets and Highway Code, the County and cities designated HCAOG as the SAFE agency in Humboldt County. SAFE responsibilities are primarily to plan, implement, and maintain an emergency call box system. There are currently 62 call boxes on Highways 101 and 299. The operation of the SAFE program is funded by a \$1.00 yearly fee on vehicle registrations in Humboldt County assessed through the Department of Motor Vehicles. Coordination and consultation with Caltrans and the California Highway Patrol (CHP) concerning the siting and installation of new call boxes is necessary for implementation. In 2014 the HCAOG Board contracted with the CHP for dispatch services and supplemental patrols on State Highways 36 and 96.

RTPA duties are also prescribed by other legislation, including the federal transportation bill, Moving Ahead for Progress in the 21<sup>st</sup> Century Act of 2012 (MAP-21), California legislation in the Global Warming Solutions Act (AB 32, 2006), California Sustainable Communities Strategy (SB 375, 2008), and the California Complete Streets Act (AB 1358, 2008).

Humboldt County's population of approximately 135,000 is served by approximately 1,800 miles of maintained highways, county and tribal roads, and city streets. The political structures of the region include the seven incorporated cities, the County of Humboldt, eight federally recognized Native American governments, and numerous Community Service Districts.

### HCAOG Mission Statement

*To develop, operate, and maintain a well-coordinated, balanced, countywide multimodal transportation system that is safe, efficient, and provides good access to all cities, communities, and recreational facilities, and into adjoining regions. A balanced multimodal transportation system includes but is not limited to highway, public transit, aviation, marine, railroads, recreation, bicycle, pedestrian, and utility systems.*

Regional transportation planning involves coordinating and collaborating with an assortment of partners to develop a shared vision for transporting goods and people, and to create a functional, balanced, multi-modal transportation system.

## **Purpose of the Overall Work Program**

Each year HCAOG prepares an Overall Work Program (OWP) & Budget describing all comprehensive planning activities for specific transportation planning and project activities to be accomplished between July 1 and June 30 (the State fiscal year). The OWP is prepared in accordance with the California Department of Transportation Regional Planning Handbook. The objectives and tasks are developed in accordance with the goals and policies of HCAOG's adopted 2014 Regional Transportation Plan; Variety in Rural Options Of Mobility (*VROOM*).

An OWP is a working document that is amended during the year to reflect changes in legislation, policies, priorities, funding, or staffing.

Regional transportation planning activities that are carried out by other agencies are listed in the Information Element of the OWP.

# HCAOG BOARD AND COMMITTEES

The HCAOG Board of Directors is directly served by HCAOG's four standing committees and five full-time staff.

## HCAOG Board and Policy Advisory Committee

The HCAOG Board of Directors is comprised of eight members: the Chairman of the Board of Supervisors and the Mayors of Humboldt's seven cities. Any such official may designate another member of his governing body as an alternate. The Board annually appoints an Executive Committee to carry out administrative and executive functions between regular monthly meetings. This three-member committee consists of the HCAOG Chair, Vice-Chair, and an additional Board member selected by the Board. The Executive Committee meets on an as-needed basis.

The Policy Advisory Committee (PAC) consists of all members of the Board in addition to a Caltrans representative and the Chair of the Humboldt Transit Authority. The PAC recommends, to the Board, formal action on all transportation-related matters.

## Technical Advisory Committee

HCAOG's Technical Advisory Committee (TAC) advises the HCAOG Board on technical matters, funding allocations, and transportation programs. This eighteen-member committee consists of representatives of public works or transportation staff of each of the Joint Powers entities, Native American tribes and Rancherias, transit managers, Caltrans, and the California Highway Patrol. The TAC gives staff direction in developing the Regional Transportation Improvement Program (RTIP), Regional Transportation Plan (RTP), and the annual OWP.

## Social Service Transportation Advisory Council

The Social Services Transportation Advisory Council (SSTAC) is established to advise HCAOG on the public transportation needs of the region. The SSTAC is required to have a minimum of nine members representing the transit community, including handicapped and senior transit users, social service provider representatives, low-income representatives, and representatives of the Consolidated Transportation Service Agency (CTSA). The HCAOG Board has appointed additional members to the SSTAC in accordance with Public Utilities Code 99238(b).

The SSTAC was established in compliance with Senate Bill 498 (1987) and, pursuant to Public Utilities Code 99238(c), has the following responsibilities:

1. Annually participate in identifying transit needs in the jurisdiction.
2. Annually review and recommend to the RTPA that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
3. Advise the RTPA on any other major transit issues, including the coordination and consolidation of specialized transportation services.

A subcommittee of the SSTAC serves as HCAOG's Federal Transit Administration (FTA) Section 5310 Evaluation Committee. The subcommittee ranks applications for Section 5310 funds to buy transit vehicles and equipment.

## Service Coordination Committee

The Service Coordination Committee (SCC) consists of representatives from local public and private transit operators, local colleges, and Caltrans. The SCC advises the HCAOG Board on all matters general or relevant to regional transit issues. The SCC regularly reviews transit performance and productivity issues, recommends annual transit claims to the HCAOG Board, and provides input on the annual unmet transit needs process.

## REGIONAL COMMITTEES

HCAOG is a member of the following:

### California Association of Councils of Government (CALCOG)

CALCOG works to ensure the success of its members by facilitating communication and information sharing between members, other local officials, state and federal agencies, and the public. Most members are formed as councils of governments (COGs), meaning they represent joint powers agreements of cities and counties, while others are transportation commissions created by statute.

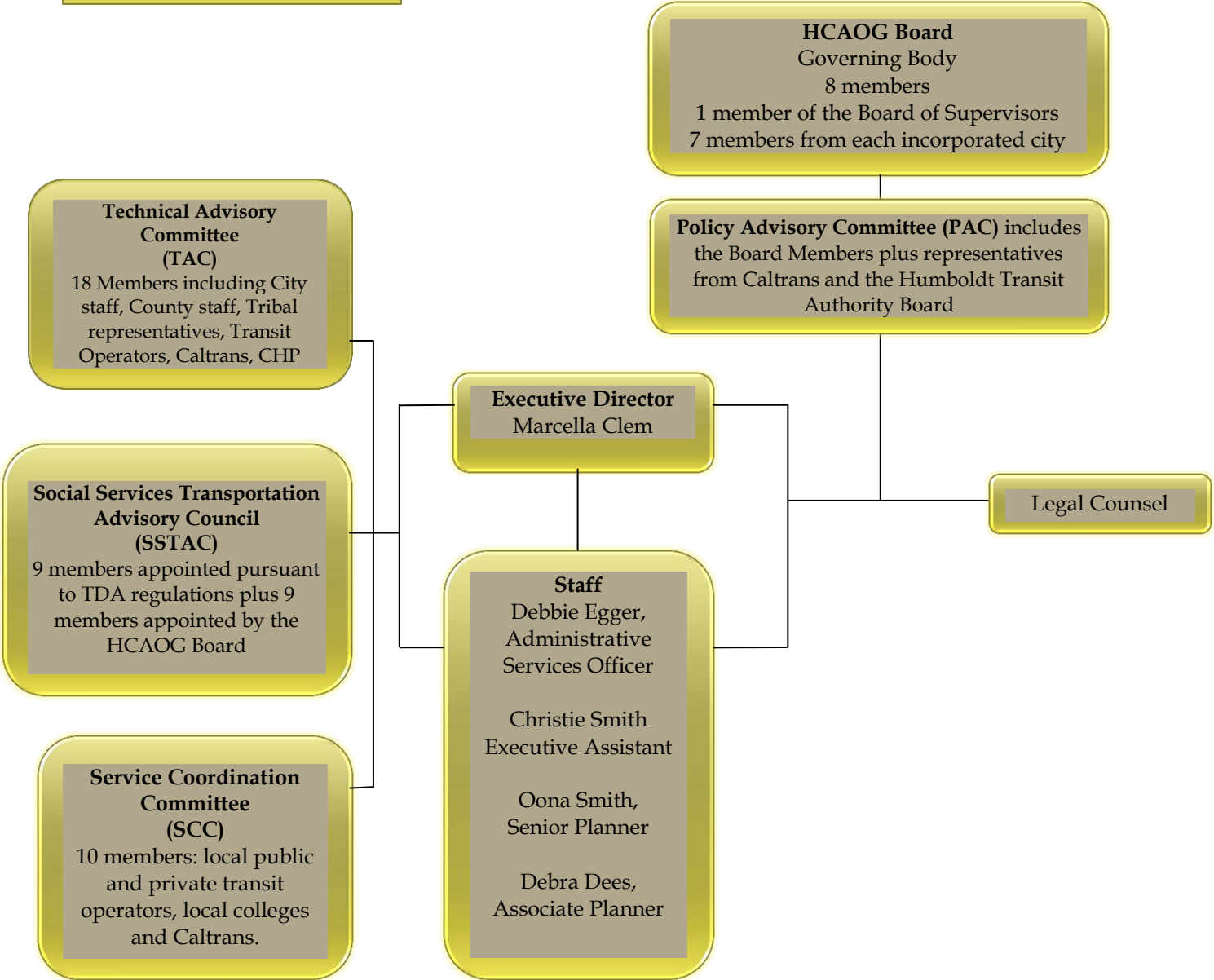
### Rural Counties Task Force (RCTF)

The State of California contains 26 rural counties, which generally have populations of less than 250,000 and do not have a single urbanized area greater than 50,000. Rural counties provide food, fiber, timber, and mineral products for California industry and residents, as well as recreation for urban residents and tourists. In order to provide a direct opportunity for the small counties to remain informed, have a voice, and become involved with changing statewide transportation policies and programs, a task force was formed in 1988 as a joint effort between the California Transportation Commission (CTC) and the rural counties. There are 26 rural county Regional Transportation Planning Agencies (RTPAs) or Local Transportation Commissions represented on the Rural Counties Task Force (RCTF). The RCTF is an informal organization with no budget or staff that generally meets every other month. A member of the CTC usually acts as liaison to the RCTF, and CTC and Caltrans staff typically attend these meetings to explain and discuss changing statewide transportation issues that may be of concern to the rural counties.

### North State Super Region (NSSR)

Regional transportation planning agencies from 16 counties in Northern California came together on October 20, 2010, to sign a memorandum of agreement. This agreement created an alliance between the agencies to work together and support each other on issues related to transportation and to have a unified voice representing the North State.

**ORGANIZATIONAL CHART**



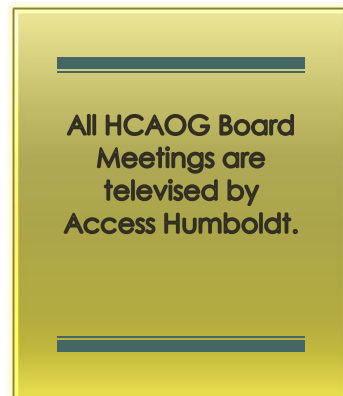


## PUBLIC PARTICIPATION PROCESS

Public participation and inter-governmental consultation is integral to the development of transportation plans, programs, and projects. An open and accessible consultation and public participation process is critical for discussing and resolving regional transportation issues.

HCAOG adopted a Public Participation Plan in July 2014. General strategies include but are not limited to:

- Provide timely public notice;
- Hold accessible public meetings and workshops;
- Produce user-friendly plans and documents;
- Develop and apply visualization techniques;
- Utilize Facebook for announcements;
- Utilize the HCAOG website for distribution of plans, documents and announcements;
- Maintain and utilize contact lists of interested parties;
- Work with local mass media to encourage public awareness;
- Conduct surveys.



HCAOG uses a number of committees, public hearings, workshops, surveys, and publications to inform, gauge, and respond to public concerns regarding regional issues. HCAOG's SSTAC will ensure that there is an adequate effort made to include the traditionally under-served and under-represented in the planning unmet transit needs process.

HCAOG staff works closely with a number of the Native American tribal governments in the region. In 2013, the HCAOG Board adopted criteria for membership on the Board. Interested parties, including a Joint Powers Agency formed by tribes have an opportunity to obtain a seat on the HCAOG Board through adherence to the adopted criteria. HCAOG endeavors to enlist tribal involvement through outreach efforts by encouraging membership and participation with HCAOG committees, projects and activities, in addition to attending meetings, workshops and activities sponsored by the Tribes. The North Coast Tribal Transportation Commission (NCTTC) is a cooperative transportation improvement initiative comprised of federally recognized tribes in Northern California. The NCTTC was formed to seek federal, state, and local funding, to promote safe and efficient modes of transportation, to seek opportunities to preserve contemporary and traditional modes and routes of transportation, to raise awareness of tribal transportation issues, and to represent Humboldt County tribes' transportation issues and priority projects at federal, inter-tribal, tribal, state, and county levels.

## FEDERAL PLANNING FACTORS

The U.S. Congress issues federal planning factors (Title 23 United States Code, Section 134(f)), which they revise when they reauthorize the federal transportation bill which should also be incorporated in the OWPs of Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs). The eight planning factors (for both metropolitan and statewide planning) are listed in the matrix below.

Planning Emphasis Areas (PEAs) for transportation planning are developed at the national level (jointly by FHWA and FTA). However, while MPOs must incorporate the PEAs into their OWPs, RTPAs are not required to do so.

### Federal Planning Factor      HCAOG Work Element

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
a. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X	X	X
b. Increase the safety of the transportation system for motorized and non-motorized users.		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
c. Increase the security of the transportation system for motorized and non-motorized users.		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
d. Increase the accessibility and mobility of people and for freight.		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
e. Protect and enhance the environment, promote energy conservation, improve the quality of life,	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

and promote consistency between transportation improvements and State and local planned growth and economic development patterns.																						
f. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
g. Promote efficient system management and operation.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
h. Emphasize the preservation of the existing transportation system.		X	X	X		X		X	X	X	X	X	X	X	X	X	X	X				
i. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.																X						
j. Enhance travel and tourism.	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

## BUDGET SUMMARY REVIEW

The Draft Fiscal Year 2016-2017 Overall Work Program (OWP) & Budget requires a total of **\$1,130,000** funded from a combination of state and local funding.

### **Local Funding**

Local Transportation Fund (LTF): This Draft OWP programs \$270,000 in LTF funds.

Service Authority for Freeway Emergencies (SAFE): The call box program allows for administration, management, and implementation of various studies and services including the countywide system of call boxes: A total of \$190,000 is programmed in this year's OWP.

Of the total draft 2016-17 OWP funds, the commitment from local funding sources totals **\$460,000** (42.7%).

### **State Funding**

Planning, Programming & Monitoring (PPM): In accordance with SB 45 provisions (as revised under AB 608, effective 1/1/02 up to 5% of Humboldt County's Regional Choice (SB 45) funds may be utilized for eligible PPM activities. \$203,000 FY 2016-17 PPM funds, plus a carryover of \$30,000 from FY 2015-16, for a total of \$233,000 are programmed in this OWP.

Rural Planning Assistance (RPA): \$337,000 in State RPA funding is expected to be available to rural agencies to assist with transportation planning duties.

Sustainable Communities Grant: The City of Fortuna was successful in the FY 2015-16 Sustainable Transportation Planning cycle for the Highway 101, Downtown, and Riverwalk Connectivity Study, funded under the State Highway Account (SHA). This is a multi-year project to be completed in FY 2016-17. An estimated carryover of \$100,000 has been included in this OWP.

Of the total funds for fiscal year 2015-16, State funding sources total **\$670,000** (59.3%).

### Budget Summary Table

	Work Elements	Local Funds		State Funds		Grants	Total
		LTF	PPM	RPA	SAFE	SHA Grant	
1	SAFE Program				190,000		190,000
2	Current Planning	30,000		124,750			154,750
3	OWP Programming			78,950			78,950
4	Advanced Planning	400		13,150			13,550
5	Planning Programming State Funds	2,500	37,400	30,870			70,770
6	Project Delivery and Oversight		11,000				11,000
7	Overhead Costs	94,100					94,100
8	Grant Development	6,000		14,350			20,350
9	Public Outreach			9,600			9,600
10	Training	1,500	20,500				22,000
11	TDA Fund Management	105,500					105,500
12	Regional Transportation Plan Implementation		21,250	26,780			48,030
13	Unmet Transit Needs			19,500			19,500
14	Safe Routes to School Tool		9,300				9,300
15	Bicycle Transportation Plan Update		15,700				15,700
*16	Pavement Management Program		30,000	1,750			31,750
*17	Highway 101, Fortuna, Riverwalk Connectivity		7,000			100,000	107,000
*18	Alternative Transportation Funding		12,000				12,000
19	Transit Development and Marketing Plan	30,000	51,800	17,300			99,100
20	Humboldt County Bicycle Facilities & Trail Map		6,800				6,800
21	Rohnerville Airport Connectivity Study		10,250				10,250
		<b>270,000</b>	<b>233,000</b>	<b>337,000</b>	<b>190,000</b>	<b>100,000</b>	<b>1,130,000</b>

Local Transportation Funds (LTF)  
 Planning Programming and Monitoring (PPM)  
 Service Authority for Freeway Emergencies (SAFE)  
 Rural Planning Assistance (RPA)  
 State Highway Account (SHA)

## Work Element 1    Service Authority for Freeway Emergencies (SAFE) Program

### Purpose Statement:

As the SAFE coordinator for Humboldt County, HCAOG is responsible for operation and maintenance of a countywide system of freeway and rural highway call boxes. The call box network helps travelers-in-need contact the California Highway Patrol (CHP) for roadway emergencies. There are currently 66 call boxes on Highways 101 and 299. This emergency program is funded by a \$1.00 yearly fee on vehicle registrations in Humboldt County, assessed through the Department of Motor Vehicles.

### Previous, ongoing and future years' work:

This is an annual work element. Previous and ongoing work includes maintaining the Call Box maintenance contract. This fiscal year, HCAOG will explore expansion of the Call Box Program to rural arterials and Highways 36, 96, and 169.

Task		Product	Schedule
1	Oversee project, manage consultant.	Invoices	HCAOG Staff-thru 6/17
2	Attend CAL SAFE meetings, monitor legislation, and coordinate with statewide call box efforts.	Agenda, meeting materials	HCAOG Staff-thru 6/17
3	Conduct call box inventory update.	Updated Inventory data	Consultant-thru 6/17
4	Final Report and implementation of expansion and removal recommendations, approved by the HCAOG Board.	Final Report and record of Board direction	Consultant-thru 6/17
5	Update HCAOG's current SAFE Implementation Plan.	Updated SAFE Plan	HCAOG Staff-thru 6/17
6	Call Box Program Operations & Maintenance.	Quarterly and annual usage reports	Contractor-Ongoing
7	Prepare staff and quarterly reports.	Staff reports	HCAOG Staff-thru 6/17

### WE 1 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	SAFE Account	
HCAOG Staff	18,400	18,400
Consultant - Inventory, expansion study, implementation plan and final report	103,600	103,600
Consultant - Maintenance Contract	68,000	68,000
<b>Total</b>	<b>\$190,000</b>	<b>\$190,000</b>

## Work Element 2 Current Planning

### Purpose Statement:

Current Planning covers the extensive RTPA responsibilities for general transportation planning duties.

### Previous:

This is an annual work element. HCAOG staff covered routine transportation duties such as preparing for and attending meetings, maintaining communications and outreach activities that include keeping website and Facebook updated.

### Ongoing and future years' work:

HCAOG staff will continue to cover routine transportation planning duties such as preparing for and attending meetings, maintaining communications, and outreach activities.

Task		Product	Schedule
1	Day-to-day transportation planning duties, including monitoring state and federal legislative activities, and transportation correspondence. Develop and maintain contacts. Update the HCAOG website and Facebook.	Transportation related correspondence, HCAOG website	HCAOG Staff-thru 6/17
2	Attend meetings for transportation planning at Caltrans, local government and tribal meetings (City Council, Tribal Council, Board of Supervisors, North Coast Tribal Transportation Commission (NCTTC) and other Joint Power Authorities in the region.	Record of meetings	HCAOG Staff-thru 6/17
3	Participate in transportation organizations and committees, such as the North State Super Region (NSSR), California Association of Councils of Governments (CALCOG), and Aspiring Counties meetings. <b>RPA funds will not be used for attendance or expenses associated with this task.</b>	Meeting agendas, minutes, staff reports, and meeting documents	HCAOG Staff-thru 6/17
4	Prepare for, plan, and attend HCAOG Board, Executive Committee, TAC, SSTAC and SCC meetings. Includes posting meeting agendas and materials to HCAOG website.	Record of meetings, website updates for meetings	HCAOG Staff-thru 6/17
5	Allocate annual dues for membership in the Rural Counties Task Force, and CALCOG.  RPA funds will not be used for these costs.	Membership to RCTF and CALCOG	HCAOG Staff-thru 6/17

### WE 2 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	State RPA	
HCAOG Staff	17,500	124,750	142,250
CALCOG/NSSR/Aspiring Counties Meetings, Committee member mileage	6,500		6,500
Membership dues	6,000		6,000
<b>Total</b>	<b>\$30,000</b>	<b>\$124,750</b>	<b>\$154,750</b>

## Work Element 3 Overall Work Program Development

### Purpose Statement:

Overall Work Program (OWP) Development covers the development and management of the OWP.

### Previous:

This is an annual work element. HCAOG staff prepared and submitted the final FY 2015-16 OWP & Budget and an Amended OWP & Budget to Caltrans for approval. Staff also submitted quarterly reports to Caltrans for reimbursement of RPA funds.

### Ongoing and future years' work:

This work element covers OWP monitoring, budget development, and preparing quarterly progress reports.

Task		Product	Schedule
1	Research for and prepare current and future years OWP and budget. Manage the work program. Monitor the OWP budget, prepare and process amendments, coordinate with local agency staff. Research and prepare for implementing an Indirect Cost Allocation Plan.	Draft and final OWP, Amendments, resolutions, associated forms	HCAOG Staff-thru 6/17
2	Process claims/invoices. Prepare financial statements and reports for the HCAOG Board and auditors. Review timesheets for preparation and processing quarterly financial reports for Caltrans.	Quarterly reports, budget, claims and financial statements	HCAOG Staff-thru 6/17
3	Complete daily timesheets.	Timesheets	HCAOG Staff-thru 6/17
4	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-thru 6/17

### WE 3 Agency Responsibility and Funding

Agency	Funding Source	Total Cost
	RPA	
HCAOG Staff	78,950	78,950
<b>Total</b>	<b>\$78,950</b>	<b>\$78,950</b>



## Work Element 4    Advanced Planning

### Purpose Statement:

Advanced planning covers long-range transportation duties to achieve HCAOG mission goals. Promotes working relationships with federal, state, inter-regional, local and regional agencies involved in transportation, including rail, port, air quality, aviation, public transit and land use planning, as well as public health and social services.

### Previous:

This is an annual work element. Staff reviewed the County's General Plan Update, researched census for American Community Surveys, provided comments to District 1 on the Transportation Concept Report S.R. 200, and reviewed the CARB CAP and Trade guidelines.

### Ongoing and future years' work:

Ongoing tasks include coordinating with transportation-related agencies and Caltrans to develop and maintain a functional sustainable transportation system.

Task		Product	Schedule
1	Participate in collaborative, multi-agency long-range transportation planning, including attending meetings, and researching legislation, policies, and funding for implementing multi-agency projects and programs. Outreach to local, state and federal agencies with transportation related duties and concerns.	Record of meeting	HCAOG Staff-thru 6/17
2	Review agency reports, such as General Plans, EIRS, Transportation Plans, and other transportation-related studies to ensure consistency with HCAOG's long-range planning goals and objectives. Review correspondence of federal, state and local agencies relating to transportation and planning issues.	Comment letters, and letters of concurrence	HCAOG Staff-thru 6/17
3	Participate and coordinate with Caltrans District 1 planning and programming activities.	Participation in Caltrans meetings	HCAOG Staff-thru 6/17
4	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-thru 6/17

### WE 4 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	RPA	
HCAOG Staff		11,640	11,640
Agency Meetings	400	1,510	1,910
<b>Total</b>	<b>\$400</b>	<b>\$13,150</b>	<b>\$13,550</b>

## Work Element 5      Planning and Programming State Funds

### Purpose Statement:

Plan and administer state transportation planning funds and improvement programs associated with the Regional Transportation Improvement Program (RTIP) and State Transportation Improvement Program (STIP), including the Transportation Alternatives (TA) program, Regional Surface Transportation Program (RSTP), Highway Safety Improvement Program (HSIP), State Highway Operation and Protection Program (SHOPP), California Office of Emergency Services (CALOES), and review regional and state Active Transportation Projects (ATP).

### Previous:

This is an annual work element. HCAOG staff attended CTC, RTPA, and RCTF meetings, reviewed and ranked Active Transportation Projects (ATP), and attended ATP Technical Advisory Committee meetings. Staff also worked with transit agencies applying for PTIMSEA grants, and adopted the RSTP allocation for FY 2014-15.

### Ongoing and future years' work:

Ongoing tasks include project programming for the STIP, Interregional Transportation Improvement Program (ITIP) and TA program. This work element also includes annually renewing 5 *StreetSaver* licenses for the Pavement Management System.

	Task	Product	Schedule
1	Attend CalRTPA, Rural Counties Task Force (RCTF), Caltrans, California Transportation Commission (CTC) meetings and workshops.	Record of meetings	HCAOG Staff-thru 6/17
2	Participate in the development of transportation programming guidelines, including the STIP, ATP, RTP, LCTOP, PTIMSEA, CALOES Grants, and Cap and Trade Programs, etc.	Record of meetings, reports	HCAOG Staff-thru 6/17
3	Draft, adopt and/or amend the RTIP in coordination with local agencies and tribes, Caltrans and CTC staff.	2016 RTIP, 2018 RTIP preparation	HCAOG Staff-thru 6/17
4	Attend Active Transportation Plan (ATP) committee meetings. Review ATP regional and state applications.	Record of meetings, ATP score sheets	HCAOG Staff-thru 6/17
5	Carry out Regional Surface Transportation Program (RSTP) related duties for transportation planning and coordinate with local agencies, and tribal governments. Respond to and implement changes in the RSTP process that may arise from Federal Reauthorization and/or changes in HCAOG policies	Record of RSTP	HCAOG Staff-thru 6/17
6	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports for HCAOG meetings	HCAOG Staff-thru 6/17
7	Renew five <i>StreetSaver</i> licenses for the regional	Invoices	Annual Renewal
8	Renew Caliper Traffic Model license for the region.	Invoice	Annual Renewal

**WE 5 Agency Responsibility and Funding**

Agency	Funding Source			Total Costs
	LTF	PPM	RPA	
HCAOG Staff		37,400	12,170	49,570
Statewide Meetings	2,500		9,800	12,300
<i>StreetSaver</i> and Caliper Corporation license renewals			8,900	8,900
<b>Total</b>	<b>\$2,500</b>	<b>\$37,400</b>	<b>\$30,870</b>	<b>\$70,770</b>

## Work Element 6 Project Delivery and Oversight

### Purpose Statement:

One of HCAOG's key obligations as the RTPA, is oversight to ensure effective project development and delivery. This work element includes managing, reporting, and monitoring (projects) for effective delivery of projects funded with current resources and to capitalize on future resources.

### Previous:

This is an annual work element. Staff worked with local entities to ensure that projects funded with PPM funds were completed by deadlines. Staff also participated in and attended the North Coast Tribal Transportation Committee meetings.

### Ongoing and future years' work:

Ongoing tasks include member entities' activities associated with project engineering. For HCAOG it includes monitoring projects using federal, state, and local grant funds, and coordinating with local and tribal governments to develop projects that meet federal program guidelines.

Task		Product	Schedule
1	Develop project study reports (PSRs), feasibility studies, capital improvement plans or major investment studies by local agencies in cooperation with regional agencies (PPM funds). No funds allocated this fiscal year.	PSR feasibility studies, major investment studies	Local and Tribal Governments- thru 6/17
2	Monitor and review project delivery, implementation schedules, costs, and deadlines. Take necessary actions to prevent loss of funds to the region. Develop correspondence, allocation requests, time extension request, and reports.	Record of correspondence, allocation requests, time extension requests	HCAOG Staff, legal counsel- thru 6/17
3	Attend Caltrans Local Assistance webinars and jurisdictional update meetings. Attend Caltrans project, local government, or tribal meetings for PPM, ATP and STIP funded projects.	Record of meetings and webinars	HCAOG Staff- thru 6/17
4	Prepare staff reports for HCAOG Board and committee meetings	Staff reports	HCAOG Staff- thru 6/17

### WE 6 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	PPM	
HCAOG Staff	11,000	11,000
<b>Total</b>	<b>\$11,000</b>	<b>\$11,000</b>

## Work Element 7    Overhead Costs

**Purpose Statement:**

Overhead costs cover the day-to-day expenses associated with HCAOG.

**Previous, ongoing and future years' work:**

This is an annual work element. Overhead costs include expenses associated with office lease, personnel duties, paying for Auditor-Controller accounting fees, legal counsel, and office maintenance. This work element is funded fully by local LTF funds.

Task		Product	Schedule
1	Office maintenance, lease, insurance, and legal services.	Organized functional office. Record of insurance and legal services.	HCAOG Staff-thru 6/17
2	Printing, postage, publications, communication, office equipment, equipment lease.	Invoices.	HCAOG Staff-thru 6/17
3	Perform personnel duties including employee performance reviews, and maintaining current Personnel Policies and Procedures. Administer and maintain employee compensation and benefits programs.	Performance reviews, personnel policies, personnel records.	HCAOG Staff-thru 6/17
4	Maintain and upgrade computers as necessary, computer systems, network, website, and equipment.	Invoices for upgrades and maintenance	HCAOG Staff-thru 6/17
5	Accounting and payroll services provided by the County of Humboldt	Record of payment for accounting and payroll services from auditor's office	Humboldt County-thru 6/17
6	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-thru 6/17

**WE 7 Agency Responsibility and Funding**

Agency	Funding Source	Total Costs
	LTF	
HCAOG Staff	16,500	16,500
HCAOG Overhead	62,700	62,700
Humboldt County Auditor	8,250	8,250
Legal Counsel	6,650	6,650
<b>Total</b>	<b>\$94,100</b>	<b>\$94,100</b>

## Work Element 8 Grant Development

### Purpose Statement:

Grant Development includes researching and providing technical assistance to local agencies for transportation grant opportunities and applications, as well as applying for grants with HCAOG as lead sponsor/agency.

### Previous:

This is an annual work element. HCAOG staff completed and submitted the Title VI Plan to ensure compliance regarding nondiscrimination. Staff also reviewed Affordable Housing and Sustainable Communities awards and grants, worked with local entities applying for 5311 Programs and CALOES grant funds. The City of Fortuna was successful in obtaining a Sustainable Communities Grant Award that is included in this year's OWP as work element 17.

### Ongoing and future years' work:

This work element includes tasks to assist members and local partners in applying for grants from various funding sources. HCAOG will assist local transit agencies with programs such as the Elderly and Disabled Specialized Transit Program (FTA 5310), Rural and Transit Intercity Bus (FTA Section 5311 & 5311(f)), and may attend the annual California Association for Coordinated Transportation (CALACT) workshop. **LTF funds will be used for CALACT and FTA 5311.**

Task		Product	Schedule
1	Research and disseminate information on transit grants and transportation planning grants available to the region and assist with grant applications, including letters of support.	Informational notices. Support letters, grant applications	HCAOG Staff-thru 6/17
2	Attend workshops, meetings, review and programming of funds for FTA 5310 and 5311 Programs.	Program of Projects for the FTA 5310 and 5311 programs.	HCAOG Staff-thru 6/17
3	Attend federal, state or local training, workshops on other transportation grant programs.	Agendas, performance/close out reports	HCAOG Staff-thru 6/17
4	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-thru 6/17

### WE 8 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	RPA	
HCAOG Staff	5,800	12,250	18,050
Workshops and meetings	200	2,100	2,300
<b>Total</b>	<b>\$6,000</b>	<b>\$14,350</b>	<b>\$20,350</b>

## Work Element 9    Public Outreach

**Purpose Statement:**

The Public Outreach serves to increase public awareness and understanding of HCAOG's regional transportation issues, goals, policies, and programs/plans. Televising all HCAOG Board meetings and keep HCAOG's Facebook page updated.

**Previous:**

This is an annual work element. Staff participated in a ribbon cutting ceremony for the City of Arcata and continued to televise all HCAOG Board meetings.

**Ongoing and future years' work:**

Staff will participate in ribbon cutting ceremonies, prepare and publish outreach materials, news releases, attend transportation related working group forums, televise HCAOG Board meetings.

Task		Product	Schedule
1	Prepare and publish public outreach materials (notices, service announcements, fliers, brochures, news releases, print and radio advertising, radio and television spots). Respond to information for Public Records Act request. Interviews with media, and social media.	Record of Public notices, P.R. materials, record of media advertising	HCAOG Staff-thru 6/17
2	Attend transportation-related working groups, forums, ceremonies (e.g. groundbreaking and ribbon cutting).	Attendance at events, workshops, forums, etc.	HCAOG Staff-thru 6/17
3	Access Humboldt- Televised Board meetings	Invoices	Monthly
4	Prepare staff reports for HCAOG Board and committees.	Staff reports	HCAOG Staff-thru 6/17

**WE 9 Public Outreach**

Agency	Funding Source	Total Costs
	RPA	
HCAOG Staff	6,600	6,600
Public Noticing, material printing and Announcements	1,700	1,700
Access Humboldt Broadcasting	1,300	1,300
<b>Total</b>	<b>\$9,600</b>	<b>\$9,600</b>

## Work Element 10 Training

### Purpose Statement:

The Training work element helps fund registration fees and travel costs for HCAOG board members and staff to attend transportation-related trainings and conferences for technical, planning, or management expertise.

### Previous:

This is an annual work element. Staff members have attended various trainings, some that include CEQA Workshops, and administrative trainings for Human Resources and Management.

### Ongoing and future years' work:

HCAOG Staff with attend transportation related trainings and or conferences as well administrative trainings for planning and or management expertise.

Task		Product	Schedule
1	Attend transportation-related trainings, including planning academies, seminars, or workshops offered through Caltrans or other transportation agencies.	Agendas, training materials	HCAOG Board, HCAOG Staff-thru 6/17
2	Attend administrative workshops and trainings to improve office efficiency and management.	Agendas, training materials	HCAOG Staff-thru 6/17

### WE 10 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	PPM	
HCAOG Board, TAC and Staff		19,200	19,200
Program costs, travel, etc.	1,500	1,300	2,800
<b>Total</b>	<b>\$1,500</b>	<b>\$20,500</b>	<b>\$22,000</b>



## Work Element 11 Transportation Development Act (TDA) Fund Management

### Purpose Statement:

TDA Fund Management is included to allocate and administer Local Transportation Funds (LTF) and State Transit Assistance (STA) funds to comply with federal and state laws and regulations.

### Previous:

This is an annual work element. HCAOG Staff allocated the TDA LTF funds to eligible entities, solicited a call for projects for STA funds available, and worked with Auditor completing the Fiscal and Compliance Audits for FY 2014-15.

### Ongoing and future years' work:

This is an annual work element. HCAOG reviews and approves TDA claims submitted for authorized uses.

	Task	Product	Schedule
1	Administer TDA Funds (LTF and STAF), including allocating and paying LTF and STA funds, administering a program of projects, processing claims and assisting claimants, and assisting with audits.	TDA funds (LTF and STAF) allocated	HCAOG Staff–thru 6/17
2	Perform TDA Fiscal and Compliance audits; prepare Financial Review Engagement (for third party contracted transit agencies that do not require a fiscal and compliance audit).	Fiscal and Compliance/Review Engagement Reports.	Consultant–thru 6/17
3	Perform TDA Triennial Performance audits; prepare reports and presentation to HCAOG Board.	Triennial Performance Audit Reports and presentations	Consultant–thru 6/17
4	Prepare staff reports for HCAOG Board and committees.	Staff reports	HCAOG Staff–thru 6/17

### WE 11 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	LTF	
HCAOG Staff	32,500	32,500
Fiscal and Compliance Audits	28,000	28,000
TDA Review Engagement Reports (4 transit agencies)	10,000	10,000
Triennial Performance Audits	35,000	35,000
<b>Total</b>	<b>\$105,500</b>	<b>\$105,500</b>

## Work Element 12                      Regional Transportation Plan (RTP) Update & Implementation

**Purpose Statement:**

The RTP Implementation work element covers procedural and ongoing tasks to carry out RTP policies and implement programs adopted in the RTP, *Variety in Rural Option of Mobility (VROOM)*. This work element includes tasks to promote multi-modal transportation, emphasizing active transportation (walking, bicycling) as well as public transit. Efforts shall include educating, informing, marketing and promoting incentives for people to choose active transportation modes and reduce motorized trips.

HCAOG works to ensure that local projects and programs are included in the RTP to establish and confirm that they are eligible for state and federal funding.

**Previous:**

This is an annual work element. Staff continued work on collaborating with agencies and organizations to educate and promote active transportation education, and worked on the complete streets marketing research for rideshare and transit programs. Staff also worked with HCAOG Committees regarding the RTP's Emergency Transportation Element.

**Ongoing and future years' work:**

RTP implementation tasks are ongoing. HCAOG will next update the RTP by November 2017 and every four years thereafter.

Task		Product	Schedule
1	Implement policies and projects of <i>VROOM</i> , the current Regional Transportation Plan.	Staff reports, policies	HCAOG Staff–thru 6/17
2	Update RTP to meet November 2017 deadline (4-year update cycle). Retain professional consultant services for mapping.	RTP update, RTP maps, staff reports	HCAOG Staff–thru 6/17
3	Perform CEQA environmental review for RTP. Retain professional consultant services; execute and administer contracts.	Contract with consultant, CEQA document	HCAOG Staff, Consultant–thru 6/17
4	Provide public education and encouragement promoting active transportation. Collaborate with agencies and organizations to promote Bike to Work Month, Walk to School Month, Humboldt Bay Trail Summit and other events. Disseminate active transportation educational and promotional materials (e.g. safety, education, Humboldt Bay Area Bike Map, transit connections, multi-modal travel, workshop materials, etc.).	Educational materials and events and promoting active transportation	HCAOG Staff–thru 6/17
5	Assist local agencies with bicycle and pedestrian counts for proposed projects in adopted regional plans.	Bike and/or pedestrian counts	HCAOG Staff–thru 6/17
6	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff–thru 6/17

**WE 12 Agency Responsibility and Funding**

Agency	Funding Source		Total Costs
	RPA	PPM	
HCAOG Staff	15,270	21,250	36,520
Consultant	9,950		9,950
Books/Publications	1,560		1,560
<b>Total</b>	<b>\$26,780</b>	<b>\$21,250</b>	<b>\$48,030</b>

## Work Element 13 Unmet Transit Needs Process

### Purpose Statement:

Unmet Transit Needs (UTN) covers the mandates required by law; ensure public transportation is community-responsive in a dynamic and changing service environment; and continually improve transit performance. The UTN process provides recommendations and data to the Regional Transportation Plan (RTP). The UTN process is also a key source for the Public Input Element (Element 10) of the RTP. It provides transit dependent and survey data supporting RTP policies to prioritize programs with the highest potential to increase transit ridership and reduce single occupancy ridership in the County. Results from the UTN process are also cited in the Tribal Transportation Element (Chapter 4).

### Previous:

This is an annual work element. Staff and the SSTAC developed a survey and worked with the Blue Lake Rancheria to determine if there were unmet transit needs in the Blue Lake and surrounding areas. A public unmet transit need hearing was held, and the final Report of Findings has been submitted to Caltrans.

### Ongoing and future years' work:

Activities in this work element include coordinate the planning process with transit agencies and the general public to address unmet transit needs.

Task		Product	Schedule
1	Review prior year transit needs assessment; collect census data and reports.	Data	HCAOG Staff-thru 6/17
2	Coordinate with local and tribal governments, gather public information and comments.	email, letters	HCAOG Staff-thru 6/17
3	Provide draft and final document to transit operators and SSTAC for review.	Draft UTN Report of Findings	HCAOG Staff-thru 6/17
4	Prepare staff report, resolution and presentation to the HCAOG Board	Staff reports, Resolution	HCAOG Staff-thru 6/17

### WE 13 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	State RPA	
HCAOG Staff	18,500	18,500
Newspaper Publications, public outreach, survey	1,000	1,000
<b>Total</b>	<b>\$19,500</b>	<b>\$19,500</b>

## Work Element 14 Regional Safe Routes to School

### Purpose Statement:

The Regional Safe Routes to School Project will help coordinate SR2S efforts countywide to widely disseminate SR2S materials, tools, and concepts; to maximize resources from different agencies, districts, schools, and organizations; and to minimize duplication.

### Previous:

This is an annual work element. HCAOG implemented the Regional SR2S Prioritization Tool, which created a GIS-based tool for prioritizing regional SR2S projects. In FY 2013/14, HCAOG attended the National SR2S bi-annual conference and participated in the advisory Humboldt Countywide Safe Routes to School Task Force (which formed under the initial project).

### Ongoing and future years' work:

This project will build on the work done in previous years. HCAOG will continue participating in the task force. Future years' work may include assisting jurisdictions in preparing SR2S projects and keeping the Toolkit's database up-to-date.

Task		Product	Schedule
1	Prepare for and attend Humboldt Countywide SR2S Task Force monthly meetings and other SR2S-related meetings.	Attendance at meetings, minutes	HCAOG Staff-thru 6/17
2	Disseminate and facilitate implementing the SR2S Prioritization Toolkit in conjunction with state, federal, grant, and other funding opportunities. Update Toolkit and implement recommendations of the Final SR2S Tool Report, to the extent feasible with current resources.	Toolkit database/inventory, project matrix, prioritization schedule/process	HCAOG Staff-thru 6/17
3	Update school inventory calls to all schools in Humboldt County. Training for HCAOG staff on inventory questions, contact spreadsheets, phone script and past inventory results. Examine issues that arise from calls, coordination with the SRTS Task Force.	Updated school inventory	HCAOG, Consultant Staff-thru 6/17
4	Maintain the SR2S webpage on HCAOG's website.	Up-to-date regional Safe Routes to School webpage	HCAOG Staff-thru 6/17
5	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-thru 6/17

### WE 14 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	PPM	
HCAOG Staff	8,900	8,900
RCAA	400	400
<b>Total</b>	<b>\$9,300</b>	<b>\$9,300</b>

## Work Element 15 Bicycle Transportation Plan (BTP) Update

### Purpose Statement:

The Regional Bicycle Plan Update is prepared on behalf of entities that do not adopt individual plans. Improvements identified in the document are eligible for funding through resource grants from the Bicycle Transportation Account (BTA), TDA funds, or RTIP resources.

### Previous:

This is a work element that is added to the OWP every 4 to 5 years.

### Ongoing and future years' work:

The previous Regional Bike Plan was adopted in 2012.

Task		Product	Schedule
1	Review prior BTP, identify data and information that is out of date.	Draft BTP	HCAOG Staff-thru 6/17
2	Develop and enter into a contract for GIS Consultant for mapping.	Contract, GIS maps	HCAOG Staff-thru 6/17
3	Notify jurisdictions.	List of jurisdictions	HCAOG Staff-thru 6/17
4	Final Regional Bike Plan Update.	Final BTP	HCAOG Staff-thru 6/17
5	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-thru 6/17

### WE 15 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	PPM	
HCAOG Staff	10,700	10,700
GIS Mapping Consultant	5,000	5,000
<b>Total</b>	<b>\$15,700</b>	<b>\$15,700</b>

## Work Element 16 Pavement Management Program *Continued*

### Purpose Statement:

The Pavement Management Program (PMP) provides HCAOG member entities and Native American Tribes the same, systematic method to evaluate roadway pavement conditions in the region, and prioritize their maintenance, rehabilitation, and reconstruction needs. This project will update the PMP database including overlays that are compatible with the Geographical Information System (GIS) centerline already in place for the larger entities.

### Previous:

This is a work element that is added to the OWP every two to four years. No previous work has been performed on the PMP for this cycle.

### Ongoing and future years' work:

The PMP is updated every two to four years. HCAOG funded a regional Pavement Management Program in the FY 2009/10 and 2010/11 OWPs.

Task		Product	Schedule
1	Administer contract manage consultant and review reports.	Contract	HCAOG Staff-thru 6/17
2	Evaluate pavement conditions: condition surveys/PCI calculations, M&R decision tree. Prepare budgetary analysis, draft and final reports.	PMP updates, GIS linkage	Consultant-thru 4/17
3	Presentation to TAC and HCAOG Board.	Draft and final reports	Consultant-thru 6/17
4	Prepare staff reports for HCAOG Board and TAC.	Staff reports	HCAOG Staff-thru 6/17

### WE 16 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	PPM	RPA	
HCAOG Staff		1,750	1,750
Consultant	30,000*		30,000
<b>Total</b>	<b>\$30,000</b>	<b>\$1,750</b>	<b>\$31,750</b>

\*\$30,000 is carryover funds from FY 2015-16

## Work Element 17 Highway 101, Fortuna Downtown and Riverwalk Area Complete Streets and Connectivity Planning Study *Continued*

**Purpose Statement:**

The City of Fortuna was successful in their application for a Sustainable Communities Planning Grant and was awarded \$185,400 for the Highway 101, Downtown, and Riverwalk Connectivity Planning Study. Upon request from Caltrans and agreement with the City of Fortuna, HCAOG has agreed to be the lead applicant for this project with the City of Fortuna as a sub-applicant in order to minimize the contracting process. This multi-year project includes \$24,800 in local match from the City of Fortuna, and \$26,000 in excess RPA funds awarded to HCAOG for a total project amount of \$236,200.

**Previous:**

This is a continued work element. In FY 2015-16 The City of Fortuna was successful in applying for a Sustainable Communities Grant. Staff worked with the City of Fortuna and disseminated a Request for Proposal and selected a consultant to complete the study.

**Ongoing and future years' work:**

This project is in the "Top Priority Regional Complete Street Projects" list in VROOM...Variety in Rural Regional Options of Mobility, HCAOG's RTP. This planning effort will assist the City of Fortuna in advancing the resulting project to the next stage of implementation.

Task		Product	Schedule
1	<i>Kickoff Meeting with City of Fortuna, HCAOG and Caltrans.</i>	<i>Agenda, meeting minutes</i>	<i>City of Fortuna, HCAOG Staff, Caltrans-7/15</i>
2	<i>Develop and distribute a Request for Proposals (RFP). Proposal ranking and selection; finalize scope of work, and execute contract.</i>	<i>RFP, staff report, Contract</i>	<i>City of Fortuna, HCAOG Staff-thru 9/15</i>
3	<i>Meetings with the Technical Advisory Group, Caltrans, consultant, and local partners. Four scheduled meetings total.</i>	<i>List of TAG members, Agendas, minutes</i>	<i>City of Fortuna, HCAOG Staff-thru 6/17</i>
4	<i>Advertise and hold community outreach meeting to provide overview of the study, their role in the project, alternatives and next steps.</i>	<i>Advertisements, Flyers, Press Releases, PSA's, meeting agenda, minutes and presentation materials</i>	<i>City of Fortuna, HCAOG Staff, Consultant-thru 9/16</i>
5	<i>Review Safety and Design Standards-City of Fortuna and HCAOG staff review of deliverables.</i>	<i>Safety and Design Standard memo</i>	<i>City of Fortuna, HCAOG Staff, Consultant-thru 12/15</i>
6	<i>Review existing conditions by reviewing documents, identify Right of Way, assessing roadway, traffic conditions existing facilities and identifying environmental constraints-City of Fortuna and HCAOG staff review of deliverables.</i>	<i>Ownership &amp; maintenance Overview map, Roadway and Traffic Assessment memorandum, Existing Facilities map, Environmental Constraints map</i>	<i>City of Fortuna, HCAOG Staff, Consultant-thru 2/16</i>
7	<i>Develop Opportunities and Constraints analysis- City of Fortuna and HCAOG staff review of deliverables.</i>	<i>Opportunities and Constraints memorandum, map</i>	<i>City of Fortuna, HCAOG Staff, Consultant-thru 4/16</i>



8	Develop Conceptual Improvement Alternatives-City of Fortuna and HCAOG staff review of deliverables.	Conceptual design plans for alternatives, planning level cost estimates.	City of Fortuna, HCAOG Staff, Consultant-thru 6/17
9	Public presentations of Concept Alternatives to the Fortuna City Council and HCAOG Board.	Meeting agenda, presentation materials, minutes.	City of Fortuna, HCAOG Staff, Consultant-thru 6/17
10	Draft and Final Reports-City of Fortuna and HCAOG staff review of deliverables.	Draft and Final Reports	City of Fortuna, HCAOG Staff, Consultant-thru 6/17
11	Project administration, manage consultant, invoice review, quarterly project status updates to Caltrans.	Project status updates.	HCAOG Staff-thru 6/17
12	Identification and completion steps and studies necessary for funding eligibility.	Project Study Report for each project advanced for programming.	City of Fortuna, HCAOG Staff,-thru 6/17
13	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports.	HCAOG Staff-thru 6/17

*Italics represent tasks already completed.*

**WE 17 Agency Responsibility and Funding**

Agency	Funding Source			Total Costs
	Sustainable Communities Grant(SHA)	RPA	Third Party In-Kind Local Match	
HCAOG Staff		7,000		7,000
Consultant	100,000			100,000
City of Fortuna			20,000*	20,000*
<b>Total</b>	<b>\$100,000</b>	<b>\$7,000</b>	<b>\$20,000*</b>	<b>\$127,000</b>

\* Not included in HCAOG Budget

## Work Element 18 Alternative Transportation Funding

### Purpose Statement:

Pursue research and support the development of transportation funds for regional transportation needs.

### Previous:

This is a continuation of a previous work element that focused on local transportation funds.

### Ongoing and future years' work:

This work element would expand the research and support for any source of potential funding or mechanisms for the regional transportation system, and assess next best steps. This work element can include public education and polling. Polling can also be a tool to educate the public about transportation funding issues.

Task		Product	Schedule
1	Research local, state, and federal potential transportation revenue strategies.	Record of research of potential revenue strategies	HCAOG Staff–thru 6/17
2	Follow federal and statewide transportation funding initiatives that promote alternative funding or self help assistance.	Road Charge Pilot Study Information	HCAOG Staff–thru 6/17
3	Education and Public Information Program, dependent on Board direction	HCAOG Board Staff Report	HCAOG Staff–thru 6/17
4	Attend Focus on the Future	Workshop material	HCAOG Staff–thru 6/17
5	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff–thru 6/17

### WE 18 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	PPM	
HCAOG Staff		12,000	12,000
<b>Total</b>		<b>\$12,000</b>	<b>\$12,000</b>

## Work Element 19 Transit Development and Marketing Plan

### Purpose Statement:

The goal of this work element is to develop a multi-faceted plan to address three current transit-planning needs in Humboldt:

- Update the current 5-year Transit Development Plan (TDP), covering six transit operators/nine transit services;
- Conduct formal strategic planning for the Social Service Transportation Advisory Council (SSTAC) to develop a 5-year strategic plan for leading the Unmet Transit Needs process;
- Develop a transit-marketing plan to develop concepts and implementation steps for building a unified regional transit brand (from nine distinct existing service brands) and the feasibility of upgrading to a regional transit website. The marketing plan will also identify, prioritize, and outline implementation steps for marketing campaigns best suited to target and appeal to Baby Boomers, active aging in place, and other transit users and transit trips (such as using transit in multi-modal trips, taking transit to recreational destinations, and more).

### Previous:

This is a new work element.

### Ongoing and future years' work:

HCAOG last updated the TDP in fiscal year 2011-2012.

	Task	Product	Schedule
1	Procure Consultants & Project Management	Contract with Consultant	HCAOG Staff-thru 6/17
2	Transit Development Plan Update; Assess transit service performance & needs; Present findings to committees; Prepare draft and final TDP	Record of meetings, draft and final TDP	Consultant HCAOG Staff-thru 6/17
3	SSTAC Strategic Planning; Conduct strategic planning process with SSTAC	Record of meetings, draft and final 5-year strategic plan	Consultant HCAOG Staff-thru 6/17
4	Transit Marketing Plan (TMP) Component; Develop rebranding strategy; develop targeted marketing strategies; prepare draft and final transit marketing plan.	Draft and final Transit Marketing Plan	Consultant HCAOG Staff-thru 6/17
5	Public Participation; Develop public participation program; prepare public outreach materials; public workshops	Record of meetings, Public Participation Program, Flyers, ads, website content	Consultant HCAOG Staff-thru 6/17
6	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-thru 6/17

**WE 19 Agency Responsibility and Funding**

Agency	Funding Source			Total Costs
	LTF	PPM	RPA	
HCAOG Staff		800	18,100	18,900
Consultant	30,000	51,000		81,000
<b>Total</b>	<b>\$30,000</b>	<b>\$51,800</b>	<b>\$18,100</b>	<b>\$99,100</b>

## Work Element 20 Humboldt County Bicycle Facilities & Trail Map

### Purpose Statement:

The goal of the Humboldt County Online Trails Map planning project is to identify facilities, routes and trails for active transportation throughout Humboldt County for future development of an online map, as well as to explore and recommend effective interfaces for a web-based map. This initial planning phase would allow HCAOG to work with a consultant and regional stakeholders to identify appropriate facilities and routes, “look” of the desired interface, and best web-based platform for the development of this product. The eventual goal is to have a functional, cell phone- and other electronic device-friendly online map accessible to pedestrians, bicyclists and wheelchair users, which identify safe and appropriate routes for transportation, as well as linkages to transit network and recreational trails/ open space areas.

### Previous:

This is a new work element.

### Ongoing and future years’ work:

The second edition of the Humboldt Bay Area Bike Map was updated and printed in 2012 and all printed copies have been distributed as of winter 2015. As the Humboldt County region continues to expand its active transportation network, a new bicycle/active transportation map needs to be more dynamic and easily updateable. An up-to-date bicycle map for Humboldt County directly relates to goals laid out in the Humboldt County Regional Bicycle Plan.

Task		Product	Schedule
1	Compile existing data and resources regarding existing facilities and trails, preferred routes for active transportation and transit stops.	GIS files, maps and markups	HCAOG Staff-thru 9/16
2	Meet with stakeholders throughout Humboldt County to identify recommended facilities and trail segments for initial inclusion. Potential stakeholders will include local trails groups, the Humboldt Transit Authority, local government representatives, public land managers and local accessibility advocates.	Identification of geographic scope and report on initial interest/commitments from stakeholders	HCAOG Staff-thru 10/16
3	Research potential online interfaces for the map. Develop three alternatives, including one preferred alternative that can demonstrate functionality of the web-based map. The preferred alternative will also include design elements for ease of use and accessibility options.	Report on the pro’s and con’s of alternatives.	Consultant Staff-thru 1/17
4	Investigate community funding of future on-line site	Options for Community Funding	HCAOG Staff-thru 4/17
5	Prepare staff reports for HCAOG TAC.	Staff reports	HCAOG Staff-thru 4/17

### WE 20 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	PPM	
HCAOG Staff	1,800	1,800
Consultant	5,000	5,000
<b>Total</b>	<b>\$6,800</b>	<b>\$6,800</b>

## Work Element 21 Rohnerville Airport Connectivity Study

### Purpose Statement:

Lack of direct access to the Rohnerville Airport is one of the main limiting factors limiting the expansion of airfreight services, general aviation, and the development of complementary commercial and industrial uses. Aviation is part of the region's multimodal transportation system and links to interregional, interstate, and international aviation systems, as well as to freight rail, seaport, and surface (highway) transport.

### Previous:

This is a new work element.

### Ongoing and future years' work:

Future years' work would include improving goods movements and transportation access, efficiency, and cost-effectiveness.

Task		Product	Schedule
1	Develop and distribute a Request for Proposal; select qualified firm. Execute and administer contract. Kickoff meeting with Caltrans, Humboldt County and City of Fortuna. Review of Past Planning Work.	RFP, Contract, Meeting minutes, prior planning documents	HCAOG Staff, City of Fortuna, County of Humboldt, Caltrans thru 6/17
2	<i>Research and Assess Existing Geologic and Traffic Conditions</i>	<i>Report on findings</i>	<i>City of Fortuna, County of Humboldt, Caltrans, Consultant thru 6/18</i>
3	<i>Environmental Constraints Analysis</i>	<i>Report</i>	<i>City of Fortuna, County of Humboldt, Caltrans, Consultant thru 6/18</i>
4	<i>Identify Right of Way and Ownership</i>	<i>Map</i>	<i>City of Fortuna, County of Humboldt, Caltrans, Consultant thru 6/18</i>
5	<i>Development of Route Alternatives</i>	<i>Report</i>	<i>City of Fortuna, County of Humboldt, Caltrans, Consultant thru 6/18</i>
6	<i>Alternative Selection and Prioritization</i>	<i>Record of selection and prioritization process</i>	<i>City of Fortuna, County of Humboldt, Caltrans, Consultant thru 6/18</i>
7	<i>Prepare staff reports for HCAOG Board and committee meetings.</i>	<i>Staff reports</i>	<i>HCAOG staff thru 6/18</i>

*Italicized tasks will be funded and completed in the 2017-18 fiscal year.*

### WE 21 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	PPM	
HCAOG Staff	3,050	3,050
City of Fortuna, County of Humboldt	7,200	7,200
<b>Total</b>	<b>\$10,250</b>	<b>\$10,250</b>

## Information Element

**Purpose:**

The Information Element lists transportation planning activities that are being done by other agencies in the Humboldt region.

The Humboldt County Association of Governments is aware of the following transportation planning activities being performed in the region, during FY 2015/16:

Action/Agency	Product(s)/Project	Due Date
Agency: Caltrans District 1 Fund Source: FHWA Public Lands Highway Discretionary Program	Widen Portion of California State Route 36	FY 18-19
Agency: County of Humboldt General Plan	Humboldt County General Plan	Ongoing
Agency: Caltrans DOTP Broadway Feasibility Study	Engineered Feasibility Study (EFS) Micro-simulation for Broadway on U.S. 101	Ongoing
Agency: Caltrans DOTP Greater Eureka Area Modeling Group	Traffic Modeling Products for the Greater Eureka Area	Ongoing
Agency: Trinidad Rancheria Project Initiation Document (PID)	Cher-Ae Heights/Trinidad Rancheria Interchange	Ongoing
Agency: Caltrans	Transportation Concept Report (TCR) Updates	June 2016

## Appendix A - List of Acronyms

A&MRTS	Arcata and Mad River Transit System	RCTF	Rural County Task Force
CALCOG	California Association of Councils of Governments	RFP	Request for Proposal
Caltrans	California Department of Transportation	RIP	Regional Improvement Program
CPG	Consolidated Planning Grant	RPA	Rural Planning Assistance
CTC	California Transportation Commission	RSTP	Regional Surface Transportation Program
DOT	Department of Transportation	RTIP	Regional Transportation Improvement Program
ETS	Eureka Transit Service	RTP	Regional Transportation Plan
FHWA	Federal Highway Administration	RTPA	Regional Transportation Planning Agency
FTA	Federal Transit Administration	RTS	Redwood Transit System
FY	Fiscal Year	SAFE	Service Authority for Freeway Emergencies
HCAOG	Humboldt County Association of Governments	SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act: A legacy for Users
HSU	Humboldt State University	SB	Senate Bill
HSIP	Highway Safety Improvement Program	SCC	Service Coordination Committee
HTA	Humboldt Transit Authority	SHA	State Highway Account
HVTC	Hoopa Valley Tribal Council	SHOPP	State Highway Operation and Protection Program
ITS	Intelligent Transportation System	SPR	State Planning and Research
LTF	Local Transportation Fund	SR	State Route
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century Act	SRPA	State Regional Planning Assistance
MFTA	Master Fund Transfer Agreement	SSTAC	Social Service Transportation Advisory Council
MOU	Memorandum of Understanding	STA	State Transit Assistance
NCRA	North Coast Railroad Authority	STAF	State Transit Assistance Fund
ORIP	Office of Regional Interagency Planning	STIP	State Transportation Improvement Program
OWP	Overall Work Program	TA or TAP	Transportation Alternatives Program
PAC	Policy Advisory Committee	TAC	Technical Advisory Committee
PMS	Pavement Management System	TDA	Transportation Development Act
PPM	Project, Planning, and Monitoring	TEA	Transportation Enhancement Activity
PSA	Public Service Announcement	TSM	Transportation Systems Management
PSR	Project Study Report		



Table 1

### Fiscal Year 2016-17 Budget

<b>Expenditures</b>	<b>Adopted</b>	<b>Prior Year</b>	<b>Difference</b>
	<b>FY 2016-17</b>	<b>FY 2015-16</b>	
Salary	376,627	369,369	7,258.04
Insurance/Retirement/Medicare	144,210	135,438	8,771.93
Direct Costs (Table 2)	531,563	594,017	(62,454.00)
Overhead Costs (Table 3)	77,600	87,950	(10,350.00)
<b>Total</b>	<b>\$ 1,130,000</b>	<b>\$ 1,186,774</b>	<b>(56,774.03)</b>
<b>Revenues</b>	<b>Adopted</b>	<b>Prior Year</b>	<b>Difference</b>
	<b>FY 2016-17</b>	<b>FY 2015-16</b>	
LTF Administration	270,000	230,000	40,000.00
Rural Planning Assistance (RPA)	337,000	383,000	(46,000.00)
STIP Planning Funds (PPM)	233,000	198,375	34,625.00
Sustainable Communities Grant	100,000	185,400	
SAFE	190,000	190,000	-
<b>Total</b>	<b>\$ 1,130,000</b>	<b>\$ 1,186,775</b>	<b>(56,775.00)</b>

Table 2

HCAOG FY 2016-17 Adopted Overall Work Program & Budget (April 2016)

## Direct Costs

		Adopted
		FY 2016-17
1	SAFE Program	171,559
2	Current Planning	14,569
3	OWP Programming	
4	Advanced Planning	1,910
5	Planning Programming State Funds	21,200
6	Project Delivery and Oversight	
7	Overhead Costs	
8	Grant Development	2,300
9	Public Outreach	3,000
10	Training	2,800
11	TDA Fund Management	73,000
12	Regional Transportation Plan Implementation	11,510
13	Unmet Transit Needs	1,000
14	Safe Routes to School Tool	400
15	Bicycle Transportation Plan Update	5,000
*16	Pavement Management Program	30,000
*17	Highway 101, Fortuna, Riverwalk Connectivity	100,000
*18	Alternative Transportation Funding	
19	Transit Development and Marketing Plan	81,000
20	Humboldt County Bicycle Facilities & Trail Map	5,000
21	Rohnerville Airport Connectivity Study	7,315
<b>Total</b>		<b>\$ 531,563</b>

Table 3

### Overhead Costs

FY 2015-16	Adopted	Prior Year	Actuals
	FY 2016-17	FY 2015-16	FY 2015-16
<b>County Auditor</b>	8,250	8,250	8,250
Lease/Utilities	37,000	37,000	36,988
Office equipment	2,000	2,000	1,448
Insurance	1,000	1,500	938
Phones/Internet	3,500	3,000	2,477
Equipment Rental	6,000	6,500	5,070
Records Storage	1,200	1,000	897
Publications/Legal Notices	2,000	2,000	1,392
Supplies	2,500	2,500	2,126
Printing/Reproduction	2,500	5,000	2,067
Computer Maintenance	2,000	1,500	1,521
Computer Upgrades	-	2,000	-
Postage	1,500	4,000	792
Legal Counsel	6,650	10,000	1,463
Janitorial/Security	1,500	1,200	1,302
Accounting/Quickbooks	-	500	-
<b>Total WE 5</b>	<b>77,600</b>	<b>87,950</b>	<b>66,730</b>

Table 4

### Summary Table

Humboldt County Association of Governments Summary of Revenue and Expenses by Work Element FY 2016-2017											
	Adopted 2016-17								WE 5 LTF Overhead Expenses	Total Costs	
	LTF	PPM	RPA	SAFE	SHA Grant	Total	Burden Rate Costs	Direct Costs			
1				190,000		190,000	18,511	171,559		190,070	
2	30,000		124,750			154,750	138,842	14,569		153,411	
3			78,950			78,950	79,791	-		79,791	
4	400		13,150			13,550	11,710	1,910		13,620	
5	2,500	37,400	30,870			70,770	49,877	21,200		71,077	
6		11,000				11,000	11,092	-		11,092	
7	94,100					94,100	16,476	-	77,600	94,076	
8	6,000		14,350			20,350	18,077	2,300		20,377	
9			9,600			9,600	6,520	3,000		9,520	
10	1,500	20,500				22,000	19,154	2,800		21,954	
11	105,500					105,500	32,538	73,000		105,538	
12		21,250	26,780			48,030	36,585	11,510		48,095	
13			19,500			19,500	18,452	1,000		19,452	
14		9,300				9,300	8,933	400		9,333	
15		15,700				15,700	10,683	5,000		15,683	
*16		30,000	1,750			31,750	1,749	30,000		31,749	
*17		7,000			100,000	107,000	6,808	100,000		106,808	
*18		12,000				12,000	11,988	-		11,988	
19	30,000	51,800	17,300			99,100	18,178	81,000		99,178	
20		6,800				6,800	1,814	5,000		6,814	
21		10,250				10,250	3,060	7,315		10,375	
* Continued Projects											
Total	270,000.00	233,000.00	337,000.00	190,000.00	100,000.00	1,130,000.00	502,326.27	531,563.00	77,600.00	1,130,000	
Carryover		30,000.00			100,000.00						
OWP Budget	270,000.00	233,000.00	337,000.00	190,000.00	100,000.00	1,130,000.00					
	=====	=====	=====	=====	=====	=====					