



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**  
**Regional Transportation Planning Agency**  
**Humboldt County Local Transportation Authority**  
**Service Authority for Freeway Emergencies**  
611 I Street, Suite B  
Eureka, CA 95501  
(707) 444-8208  
www.hcaog.net

**AGENDA ITEM 5a**  
HCAOG Board Meeting  
November 16, 2017

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DATE: November 7, 2017  
TO: HCAOG Policy Advisory Committee (PAC)  
FROM: Debbie Egger, Fiscal Administrative Officer  
SUBJECT: **FY 2017-18 Overall Work Program (OWP) & Budget Amendment #2**

### **STAFF REPORT**

#### **Contents:**

- Staff's Recommended Action
- Staff Summary
- Resolution 17-16
- Draft FY 2017-18 OWP & Budget Amendment #2

#### **Staff's Recommended Action:**

Motion to be approved by consent:

“The PAC recommends the HCAOG Board approve Resolution 17-16 amending the FY 2017-18 OWP & Budget.”

#### **Staff Summary:**

Annually, Regional Transportation Planning Agencies are required to develop and submit an Overall Work Program (OWP). HCAOG's OWP & Budget outline regional transportation planning activities to be accomplished between July 1 and June 30 of the state fiscal year with a focus on its transportation goals and objectives. The OWP is intended to provide a comprehensive overview of transportation planning and regionally significant activities.

In August the Board approved the first amendment to the FY 2017-18 OWP & Budget to include Rural Planning Assistance (RPA) Grant funds for the *Mobility on Demand Study* (WE 15).

This second amendment is necessary to include carryover funds from FY 2016-17. The amendment also includes the actual carryover amounts from the Planning Programming and Monitoring (PPM) funds, Low Carbon Transit Operations Program (LCTOP), and the FTA 5304 Grant.

The changes are as follows:

- Rural Planning Assistance (RPA) carryover: \$7,785.05
- Local Transportation Funds (LTF) carryover: \$15,701.35
- PPM: Estimate was \$17,000. Actual carryover: \$44,120.64
- LCTOP: Estimate was \$15,000. Actual carryover: \$24,792.83
- FTA 5304 Grant: Estimate was \$40,000. Actual carryover: \$21,608.38

The majority of work elements in the amended OWP were either increased or decreased based on year-end claims, projects being carried over, and or a change in prioritizing staff hours. The one work element that has a major change worth noting is:

- Work Element 13: *Unmet Transit Needs*. Staff is recommending that the HCAOG Board consider entering into a 5-year Services Agreement with Remix Software Inc., to purchase a planning platform program for the regions public transit systems. This program is designed to evaluate alternatives and show the immediate impacts and costs related for any proposed changes to the transit system. Staff is anticipating that this program will not only be beneficial to the region's existing transit networks but will be useful when determining new routes for any potential unmet transit needs. The cost of the program is \$14,500 per year.

The breakdown of funding sources can be found on pages 13 through 15 on the OWP Summary and Table. The total budget is being revised from \$1,253,844 to **\$1,295,852**, an increase of \$42,008.