



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 6a
HCAOG Board Meeting
February 20, 2025

DATE: February 11, 2025
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Debbie Egger, Interim Executive Director
SUBJECT: **FY 2025-26 Overall Work Program (OWP) & Budget Draft**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- FY 2025-26 Draft OWP & Budget

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:
"The PAC recommends that the HCAOG Board approve the Draft FY 2025-26 OWP & Budget and direct staff to forward to Caltrans for their review and comments."

Staff Summary:

Annually, each Regional Transportation Planning Agency in the state is required to develop and submit an Overall Work Program (OWP). The OWP & Budget outlines 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 should include regionally significant activities.

The OWP 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 by March 1 for review and comment before it is formally approved by the Board.

In addition to our annual responsibilities, HCAOG’s efforts in FY 2025-26 will largely focus on grant implementation. We were successful in securing several grants this fiscal year that will continue into FY 2025-26. These grants include Work Elements (WE) 17-24 which encompass projects such as TIRCP, SB125, Fleet Transition Plan, Humboldt Multimodal and Vibrant Neighborhoods Planning, REAP 2.0, Safe Streets and Roads for All – Regional Vision Zero Action Plan, Siting Analysis for North State Hydrogen Fueling Station Network, and STPG Partnering Assets and Authorities for Comprehensive Transit (PAACT).

The FY 2025-26 OWP also includes an update to Work Element 14, Global Climate Change – Sea Level Rise. This work element has been updated to include the Regional Climate Committee and the Climate Program Manager.

To recap, your Board received staff reports on the Draft Regional Climate Action Plan in September and December 2024. At that time, you directed staff to explore HCAOG's potential involvement in the Regional Climate Committee and the Climate Program Manager position.

As a reminder, the previous director requested that the Program Manager position be filled through promotion from within HCAOG's staff. This approach allows for a flexible start date and ensures that, should the anticipated adoption not occur, the individual would remain in their current HCAOG position. Additionally, the position would be funded from HCAOG's reserves for the first year.

Currently, staff continues to engage in discussions with regional partners and seek legal counsel on how the Climate Action Committee can be integrated into the Board structure.

Please note that approving the draft OWP does not commit the Board to implementing the Climate Action Committee or the Climate Program Manager position. A final decision on these two items will be made only after the Board has been provided with more information.

The FY 2025-26 Draft Budget includes funding for five full-time employees to implement the projected in-house projects. This includes the promotion of HCAOG's Senior Planner to the Climate Program Manager position, which will leave the Senior Planner position vacant when/if that takes effect. Additionally, your Board is being asked to consider reclassifying the Administrative Services Officer position to Fiscal Administrative Officer. The Administrative Services Officer has been fulfilling the financial responsibilities of the Fiscal Administrative Officer (FAO) position since the previous officer's retirement last year. The request is starting the FAO at Step 1.

	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Services Officer	37.20	39.06	41.01	43.06	45.21
Fiscal Administrative Officer	52.17	54.78	57.52	60.39	63.41

The budget also reflects a 3% cost of living increase based on the Bureau of Labor Statistics Consumer Price Index.

Finally, the Information Element has not been updated since the last OWP. This will be updated with input from Caltrans before finalizing the OWP.

The Draft FY 2025-26 OWP has been prepared in compliance with Caltrans' most recent handbook for Regional Transportation Planning as necessary in order to receive federal and state

transportation planning funds and has a total budget of **\$4,470,491**. This is a decrease from last Fiscal Year when the total budget was \$6,623,597.

Following your approval, staff will submit the draft OWP & Budget to Caltrans for their review and comment. We will then present a final OWP for your adoption in May 2025.