

TO: Transportation Policy Workshop

FROM: Karena Pushnik, Senior Transportation Planner

RE: Transportation Funding Task Force Concept and Budget

RECOMMENDATIONS

The Budget and Administration/Personnel Committee ~~will be considering~~ approved the following staff recommendations at its meeting on November 10th. The decision of the Budget and Administration/Personnel Committee will be presented orally at the Transportation Policy Workshop meeting.

Staff recommends that the Regional Transportation Commission:

1. Approve the proposed reworked two-year, concept (Attachment 1), scope of work (Attachment 2) and draft project budget (Attachment 3) for the Transportation Funding Task Force project;
2. Include the project budget and work plan in the proposed amendment to the FY 05-06 RTC Budget and Work Program and the Draft FY 06-07 Budget and Work Program with the understanding that the second year of the project will only be funded if the RTC agrees to continue the project after review of a written report received before the end of the FY 04-05 05-06;
3. Approve the attached resolution (Attachment 4) the Executive Director to amend Eileen Goodwin's contract to augment it to a maximum expenditure of \$80,000 each fiscal year, to specify this project in the scope of services, and to extend the term to June 30, 2007, with FY 06-07 funding contingent upon the RTC's approval of funding for the Transportation Funding Task Force for the second fiscal year;
4. As part of approval of the amendment to the FY05-06 budget in the following agenda item, approve a temporary full time staff position to assist with Transportation Funding Task Force; ~~and~~
5. Direct staff to return to the RTC after the initial round of neighborhood meetings to report on progress, provide a budget update and recommend whether to continue the project and staffing to the second round of workshop meetings; and
6. Require a progress report for the project to be presented to the RTC by June 30, 2006.

BACKGROUND

The RTC approved setting up the Transportation Funding Task Force project at its September 2005 meeting and designated Fred Keeley as the convener of the Task Force. At that meeting, staff indicated that it would work with the Budget and Administration/Personnel Committee to develop the overall expenditure and budget needs for the Task Force.

At its October meeting, the RTC directed staff to apply for a FY 2006-07 Environmental Justice/ Caltrans Planning grant in the amount of \$135,000 for the Transportation Funding Task Force. The application was submitted by the October 14, 2005 deadline.

DISCUSSION

As confirmed by the RTC's adoption of a resolution establishing the Transportation Funding Task Force in September and demonstrated in other communities, an investment of time and resources is needed to build community support for a set of regional transportation projects and funding mechanisms. The majority of California counties are now classified as "Self Help" counties which contribute large shares of local funds to their regional transportation projects and use their local funds to leverage larger shares of federal and state dollars. Information from the 'Focus on the Future' conference attended by Chair Pirie and staff regarding local funding measures in other California counties is attached ([Attachment 5](#)).

The Budget and Administration/Personnel (B&A/P) Committee has reviewed and considered options for the project budget and overall work plan for the Transportation Funding Task Force over the course of several meetings. Staff, the convener of the Transportation Funding Task Force, Fred Keeley, and consultant Eileen Goodwin worked together on developing these materials. The Budget and Administration/Personnel Committee took action to approve a larger budget at its October meeting, but by a vote of only 3 to 2. In the interest of responding to concerns expressed by the Budget and Administration/Personnel Committee members and to craft a plan that could reach a higher degree of consensus, a downscaled budget and work plan were presented to the Budget and Administration/Personnel Committee at its November meeting. Staff will report orally on the response of the Budget and Administration/Personnel Committee to staff's recommendations.

Proposed Scope of Work

At its November 10 meeting, the B&A/P will consider the final proposed Concept ([Attachment 1](#)) and Scope of Work ([Attachment 2](#)) presented in this packet. The Concept and Scope of Work were developed with input from Fred Keeley and Eileen Goodwin based on successful approaches used elsewhere, the past RTC experience with Measure J in November 2004, the unique needs of local community, and the constraints of the transportation planning budget. The reworked Concept and Scope of Work address the project purpose and need, timing, roles of the consultant/staff and deliverables.

As shown in the Scope of Work, the plan for the Transportation Funding Task Force is to hold two kick-off meetings: one with the ex-officio members who will serve as technical advisors/experts and another with the Task Force members to orient them to their role and the process. These orientation meetings will be followed by a round of intensive public workshop meetings in each of the five Supervisorial districts. Each of the neighborhood meetings will build on the concepts developed at the previous meetings and input will be encouraged from as many people as possible both at the meetings and through other outlets such as the web site, Community TV broadcasts, reports by Task Force members, etc. A variety of outreach mechanisms will be used to solicit participation by members of the general public. Task Force members will be asked to help publicize the workshops, encourage people to attend the workshops and bring the information from the workshops back to their respective groups. After the first round of meetings, progress would be evaluated and the RTC would determine whether

to continue the community dialogues and funding for the endeavor. It will be known at that point if the Environmental Justice/Caltrans Planning Grant has been awarded.

This approach differs from those presented previously to the B&A/P Committee in that the scope of the endeavor has been scaled back by reducing the consultants from three to one, and by reducing printing, translation, advertising and consultant costs.

Proposed Budget

Mr. Keeley, Ms. Goodwin and staff developed the draft budget that was narrowly approved by the B&A/P committee at its October meeting. However, it was apparent that a leaner budget may be preferable in these difficult fiscal times. In an effort to be responsive to these concerns and work toward RTC consensus, staff consulted with the RTC Chair and then worked with Mr. Keeley to prepare a revised, downscaled budget (Attachment 3) for presentation to the November 10 meeting of the B&A/P committee.

The first part of the final proposed budget totals \$116,200 for FY 2005-06 and \$121,200 for FY 2006 before supplemental RTC staff costs are included. Staff presents four levels of staff supplementation in Attachment 3 and recommends Option 2: a full time Transportation Planner for 12 months.

The proposed budget includes new funds to pay for the project expenditures, including the cost for supplemental staff. \$60,000 has already been included in the adopted RTC budget and \$32,000 in unspent funds from consultant Eileen Goodwin's contract has been carried over, making a total of \$92,000 in funds already budgeted in FY 05-06. The remaining funds for the project are available from the \$65,000 in increased federal Planning (PL) funds from the federal reauthorization bill (discussed in more detail in the separate agenda item on the RTC budget). These funds can only be used for planning purposes and can not be used for roads, transit, bikeways, etc.

For the second fiscal year, \$135,000 in grant funding for the task force is being sought from the Environmental Justice/Caltrans Planning Grant, per RTC direction. These funds are available for transportation planning purposes and may not be used for capital projects. The RTC will know whether this grant was awarded or not by next summer, when it is recommended that the RTC hear a status report on the project and decide whether to continue the project.

Contingency, over and above the projected costs for the Transportation Funding Task Force, is noted in the attached budget in the amount of \$5,800 for FY 2005-06 and \$43,800 for FY 2006-07.

Staff Work

As noted in the concept, RTC staff will be necessary to develop and distribute materials, perform outreach activities, organize meetings and workshops, and process public input. A full list of staff activities is included in the Concept (Attachment 1).

Currently two staff members, the Executive Director and Senior Transportation Planner Karena Pushnik, are working part time on initial planning for the Transportation Funding Task Force. Ms. Pushnik continues to be assigned to the following other major projects:

- Project Manager for the Highway 1/17 Interchange Merge Lanes project, a project which will soon require much more RTC staff time than formerly
- Project Manager for elderly and disabled transportation issues, including staffing the RTC's Elderly & Disabled Transportation Advisory Committee
- Project Manager for the Recreational Rail EIR
- Project Manager for the Public Information/Public Relations team
- Member of the Rail/Trail Authority Team and the Highway 1 Team

A team of RTC staff, including management staff, will be assigned to the Transportation Funding Task Force project. Each team member will bring expertise and time for this complex project. Currently, Ms. Pushnik is not available to provide the level of staffing needed for implementing the Transportation Funding Task Force project unless her current responsibilities would be transferred to other staff members. Other Transportation Planners have equally full workloads working to accomplish the RTC's priority projects identified in the RTC's overall Budget and Work Program.

For the Transportation Funding Task Force to be successful, staff strongly recommends that supplemental RTC staff resources be added. If there are not adequate staff resources for this project, the only other option is for the tasks to be performed by the consultant which would add significantly to the project costs.

Four scenarios have been developed for supplemental RTC staff (See budget, [Attachment 3](#)). All assume that the position would be filled on a temporary basis for the life of the project. This additional staff person would be assigned to the team and would take on other on-going responsibilities to free up more of the time of some of the Senior Transportation Planners to work on this project. **Staff recommends Option # 2, which would fund a position for the last half of FY 05-06 and first half of FY 06-07 and to reevaluate whether this is sufficient after the first round of neighborhood meetings.** The position may need to be extended if the project continues beyond the middle of next fiscal year and the overall RTC work load requires it.

Although staff will continue to work on initial planning for the Transportation Funding Task Force along with the other RTC priority projects, significant work on the Task Force activities – such as the development of the workshop/workbook materials - would begin after the supplemental RTC staff is hired. This is currently expected to occur in January.

Consultant Assistance

In terms of consulting assistance, the proposed budget calls for consulting costs to be limited to \$80,000 for each fiscal year. It is recommended that the existing contract with Eileen Goodwin, which had \$32,000 remaining at the beginning of the fiscal year, be augmented. **Staff recommends that the Regional Transportation Commission approve by resolution an amendment of Eileen Goodwin's contract to augment it to a maximum expenditure of \$80,000 each fiscal year, to specify in the scope of services consultant assistance in**

consensus building for a local transportation funding strategy, and to extend the term to June 30, 2007 (Attachment 4).

Staff also recommends that the RTC approve the reworked FY 2005-06 and 2006-07 budgets for the Transportation Funding Task Force activities including the above recommendations.

In addition, staff recommends that these budgeted amounts and work program tasks be included in the both the FY 2005-06 RTC budget and Work Program amendment (see separate agenda item) and in the FY 2006-07 RTC budget (going to the B&A/P committee in January and the RTC in March).

Timing

Following RTC approval of the Concept, Scope and Budget for the Transportation Funding Task Force, the next undertaking will be to invite Task Force entities to designate their members. Staff had originally hoped to bring the nominees for the RTC-appointed positions and list of Task Force members designated by other entities to the RTC in December; however this activity was postponed until after the Task Force activities are finalized by the RTC.

As noted earlier in the staff report, additional staff is recommended to assist with the Task Force tasks. If approved by the RTC, additional staff may be hired and on board by January, 2006. The main Task Force activities, including development of the workbook, presentation materials, etc., would occur after the additional staff has been hired. Under this scenario, the orientation meetings would occur in early spring and the first round of workshops start in late spring. The RTC would receive a progress report on the workshops, budget and staffing in the summer, when the RTC would decide whether to continue to the second round of workshops.

SUMMARY

The Budget and Administration/Personnel Committee reviewed these recommendations at their November 10 meeting. At this writing, that meeting has not yet occurred, and the decision of the committee will be presented orally at your meeting. Staff and the Commission's consultant, Eileen Goodwin, have collaborated with the convener of the Transportation Funding Task Force, Fred Keeley, on the proposed work plan and budget for the Transportation Funding Task Force. Staff recommends that the RTC approve the new plan and budget, including the addition of a Transportation Planner for this project, and include them in the RTC's FY 2005-06 and 2006-07 overall RTC Budgets and Work Programs.

Attachments:

1. Reworked Overall Concept for the Transportation Funding Task Force (TFTF)
2. Scope of Work for the TFTF
3. Reworked Draft FY 05-06 Budget for the TFTF
4. Resolution Amending Contract with Eileen Goodwin
5. Local Funding Measures in California from the 2005 'Focus on the Future' Conference

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