



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 5b
Regular Calendar
MCOG Meeting
8/31/2015

STAFF REPORT

TITLE: First Amendment to FY 2015/16 Overall Work Program

DATE PREPARED: 8/19/15

SUBMITTED BY: Loretta J. Ellard, Deputy Planner

MEETING DATE: 8/31/15

BACKGROUND:

The Final FY 2015/16 Overall Work Program (*totaling \$1,961,470*) was adopted by MCOG on June 1, 2015. Now that the fiscal year has closed, we need to make some routine adjustments of carryover amounts based on actual claims paid, as well as some other revisions, as explained below.

Proposed revisions are briefly summarized as follows:

W.E. 5 (MCOG) ZEV Regional Readiness Plan Ph. 2 (C/O) – Based on year-end claims, the RPA carryover amount is being adjusted from \$6,700 to \$8,900 (an increase of \$2,200).

W.E. 7 (MCOG) Planning, Programming & Monitoring – Based on year-end claims, the carryover balance of \$25,959 (\$17,963 PPM + \$7,996 LTF) is being added to this work element, increasing the project total from \$36,370 to \$62,329 (an increase of \$25,959). *Note: A portion of these carryover funds may be available to add to W.E. 17 (PMP Triennial Update - Reserve) in a future OWP Amendment, or the unclaimed balance at fiscal year-end will be available to offset funding needs in FY 2016/17.*

W.E. 11 (Ft. Bragg- City Surrounded by a Bike Path) (C/O) – Based on year-end claims, the PPM carryover amount is being revised from \$26,100 to \$28,113. Project total is being revised from \$72,500 to \$74,513 (\$46,400 LTF + \$28,113 PPM), an increase of \$2,013.

W.E. 14 (MCOG) Training – Based on year-end claims, an additional \$7,088 in LTF carryover funds is being added to this work element for MCOG staff and local agencies. Total is being revised from \$13,000 to \$20,088, an increase of \$7,088.

W.E. 15 (MTA Bus Stop Review, Ph. 2 (C/O)) – Based on year-end claims, the LTF carryover amount is being adjusted from \$5,000 to \$13,114, an increase of \$8,114.

W.E. 20 (MCOG) Grant Development & Assistance – MCOG Planning staff is requesting that \$500 be added to this project for direct costs, from available (undesignated) LTF carryover, revising the total from \$20,000 to \$20,500 (an increase of \$500).

W.E. 21 (MCOG – Hopland Engineered Feasibility Study) (C/O) – Based on year-end claims, carryover SP&R grant funds are being adjusted from \$20,000 to \$35,315. In addition, MCOG Planning staff and MCOG Administrative staff recommend that the consultant (W-TRANS) budget for this grant funded project be increased by \$8,500 to perform additional tasks beyond the original scope of work. The project team (including MCOG and Caltrans staff) has identified the need for an additional (third) community meeting in Hopland, as well as other additional tasks needed to complete this Engineered Feasibility Study. Available (undesignated) LTF carryover funds are available to fund this \$8,500. As proposed, project total would be revised from \$20,000 to \$43,815 (\$35,315 SP&R + \$8,500 LTF), an increase of \$23,815.

W.E. 22 (MCOG) Safe Routes to School – ATP Non-Infrastructure Grant (C/O) – Based on year-end claims, the carryover total for this project will be reduced by \$7,963. Project total will be revised from \$1,104,000 to \$1,096,037 (ATP Grant funds).

W.E. 23 (MCOG) Greater Ukiah Area Micro-Simulation Model (C/O) – Based on year-end claims, the SP&R carryover amount for this project is being revised from \$141,500 to \$161,981. Project total is being revised from \$141,750 to \$162,231 (\$161,981 SP&R + \$250 LTF), an increase of \$20,481.

W.E. 26 (MCOG) County Road/City of Ukiah Street Preservation Sales Tax (C/O) – Based on year-end claims, carryover RPA funds are being revised from \$14,000 to \$14,622. Project total is being revised from \$73,900 to \$74,522 (\$59,900 LTF + \$14,622 RPA), an increase of \$622.

In summary, the amendments proposed above would increase the total work program from \$1,961,470 to **\$2,044,299**, an increase of \$82,829. This \$82,829 is from existing carryover funds in the affected work elements, with the exception of requested undesignated LTF carryover funds added in Work Element 20 (\$500) and Work Element 21 (\$8,500), as noted above. The amended financial summary sheets are attached, with changes shown in ~~strike-out~~ and **bold**.

The Technical Advisory Committee (TAC) reviewed this proposed Amendment at their meeting of August 19, 2015, and unanimously recommended that it be approved. (*Note: less than a quorum was present, but the motion passed unanimously by the five members in attendance.*)

ACTION REQUIRED: Consider approval of First Amendment to FY 2015/16 Overall Work Program.

ALTERNATIVES: (1) Approve Amendment (*Recommended*); (2) Do not approve Amendment; (3) Revise Amendment; or (4) Refer back to TAC for additional review and recommendation.

RECOMMENDATION: Accept TAC's recommendation to approve the First Amendment to FY 2015/16 Overall Work Program (OWP), and authorize Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.

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Attachment: FY 2015/16 OWP – Summary of Funding Sources

FY 2015/16 OWP – Funding Allocation & Expenditure Summary

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2015/2016 FINAL (AMENDED) OVERALL WORK PROGRAM
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE ATP	STATE RPA	FEDERAL	TOTAL
1	MCOG - Current Planning	\$2,250			\$128,000		\$130,250
2	MCOG - Long Range Planning				\$26,000		\$26,000
3	MCOG - Active Transportation Plan (ATP) Development	\$500			\$40,000		\$40,500
5*	MCOG - ZEV Regional Readiness Plan, Ph. 2 (C/O)				\$6,700		\$6,700
					\$8,900		\$8,900
6	Co. DOT - Combined Special Studies				\$66,000		\$66,000
7	MCOG - Planning, Programming & Monitoring	\$6,500	\$23,870		\$6,000		\$36,370
		\$14,496	\$41,833				\$62,329
11*	Fort Bragg - City Surrounded by a Bike Path (C/O)	\$46,400	\$26,100				\$72,500
			\$28,113				\$74,513
12*	Fort Bragg - Noyo Harbor Access Plan (C/O)	\$55,770					\$55,770
13	Willits - Downtown Sts & Alleys Circ & Connectivity Study		\$65,000				\$65,000
14	MCOG - Training	\$13,000					\$13,000
		\$20,088					\$20,088
15*	MTA - Bus Stop Review, Ph. 2 (C/O)	\$5,000					\$5,000
		\$13,114					\$13,114
16	MCOG - Multi-Modal Transportation Planning				\$28,000		\$28,000
17	MCOG - Pavement Mgmt Program Triennial Update (Reserve)		\$51,130				\$51,130
18	MCOG - Geographic Information System (GIS) Activities	\$5,600					\$5,600
20	MCOG - Grant Development & Assistance	\$20,000					\$20,000
		\$20,500					\$20,500
21*	MCOG - Hopland Engineered Feasibility Study (C/O)	\$0				\$20,000	\$20,000
		\$8,500				\$35,315	\$43,815
22*	MCOG - Safe Routes to School - ATP Non Infrs. Grant (C/O)			\$1,104,000			\$1,104,000
				\$1,096,037			\$1,096,037
23*	MCOG - Greater Ukiah Area Micro-Simulation Model (C/O)	\$250				\$141,500	\$141,750
						\$161,981	\$162,231
26*	MCOG - Co. Rd. /City of Ukiah St. Preservation Sales Tax (C/O)	\$59,900			\$14,000		\$73,900
					\$14,622		\$74,522
	TOTAL	\$215,170	\$166,100	\$1,104,000	\$314,700	\$161,500	\$1,961,470
		\$247,368	\$186,076	\$1,096,037	\$317,522	\$197,296	\$2,044,299

* FY 2014/2015 carryover projects

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TOTAL WORK PROGRAM SUMMARY

Local	\$215,170
	\$247,368
State	\$1,584,800
	\$1,599,635
Federal	\$161,500
	\$197,296
TOTAL	<u>\$1,961,470</u>
	\$2,044,299

PROGRAM MATCH		
Local	\$215,170	11.0%
	\$247,368	12.1%
State	\$1,584,800	80.8%
	\$1,599,635	78.2%
Federal	\$161,500	8.2%
	\$197,296	9.7%
TOTAL WORK PROGRAM SUMMARY	<u>\$1,961,470</u>	100.0%
	\$2,044,299	

Local LTF 2015/16 Alloc.	\$100,000
LTF Carryover	\$115,170
	\$147,368
State PPM 2015/16 Alloc.	\$140,000
State PPM Carryover	\$26,100
	\$46,076
State RPA 2015/16 Alloc.	\$294,000
State RPA Carryover	\$20,700
	\$23,522
State ATP Grant Carryover	\$1,104,000
	\$1,096,037
Federal SP&R Carryover	\$161,500
	\$197,296
TOTAL	<u>\$1,961,470</u>
	\$2,044,299

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2015/2016 FINAL (AMENDED) OVERALL WORK PROGRAM
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	COUNTY HHS	MTA	CITIES	MCOG STAFF	CONSULT/ OTHERS	TOTAL
1	MCOG - Current Planning					\$128,250	\$2,000	\$130,250
2	MCOG - Long Range Planning					\$26,000		\$26,000
3	MCOG - Active Transportation Plan (ATP) Development					\$40,500		\$40,500
5*	MCOG - Zero Emission Vehicle Regional Readiness Pln, Ph. 2 (C/O)						\$6,700	\$6,700
							\$8,900	\$8,900
6	Co. DOT - Combined Special Studies	\$66,000						\$66,000
7	MCOG - Planning, Programming & Monitoring					\$30,370	\$6,000	\$36,370
						\$56,329		\$62,329
11*	Fort Bragg - City Surrounded by a Bike Path (C/O)				\$12,000		\$60,500	\$72,500
					\$14,013			\$74,513
12*	Fort Bragg - Noyo Harbor Access Plan (C/O)				\$3,250		\$52,520	\$55,770
13	Willits - Downtown Streets & Alleys Circ. & Connectivity Study						\$65,000	\$65,000
14	MCOG - Training					\$8,000	\$5,000	\$13,000
						\$13,895	\$6,193	\$20,088
15*	MTA - Bus Stop Review, Ph. 2 (C/O)				\$0		\$5,000	\$5,000
					\$5,000		\$8,114	\$13,114
16	MCOG - Multi-Modal Transportation Planning					\$28,000		\$28,000
17	MCOG - Pavement Management Program Triennial Update - Reserve						\$51,130	\$51,130
18	MCOG - Geographic Information System (GIS) Activities					\$5,000	\$600	\$5,600
20	MCOG - Grant Development & Assistance					\$20,000		\$20,000
						\$20,500		\$20,500
21*	MCOG - Hopland Engineered Feasibility Study (C/O)						\$20,000	\$20,000
							\$43,815	\$43,815
22*	MCOG - Safe Rts to School - ATP Non-Infrastructure Grant (C/O)		\$300,042			\$180,167	\$623,791	\$1,104,000
						\$172,204		\$1,096,037
								<i>full 3 year ATP grant budget is shown</i>
23*	MCOG - Greater Ukiah Area Micro-Sim Model (C/O)					\$6,750	\$135,000	\$141,750
						\$7,716	\$154,515	\$162,231
26*	MCOG - Co. Rd./City of Ukiah St. Preservation Sales Tax (C/O)					\$22,500	\$51,400	\$73,900
						\$23,122		\$74,522
	TOTAL	\$66,000	\$300,042	\$0	\$15,250	\$495,537	\$1,084,641	\$1,961,470
					\$22,263	\$521,516	\$1,134,478	\$2,044,299

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**FY 2014/2015 carryover projects*

Reimbursement Rates Used For Calculating Days Programmed (estimate only)

County/Cities/Local Agencies (\$75/hr); Consultants (\$125/hr); MCOG Planning Staff (\$30-\$112/hr - various positions)

Per DBC's contract with MCOG, FY 2015-2016 funding level is \$340,370, which includes a 1.8% CPI increase