

Consent Calendar:

2. Approval of the May 6, 2020 Meeting Minutes.

Regular Agenda:

3. Presentation of the Tuolumne County Transportation Council (TCTC) FY19/20 Year End Revenue and Expenditure analysis. Estimating the Financial Effects on the budget due to the COVID-19 Pandemic

On March 19, 202 Governor Newsom issued a Mandatory Stay at Home order. This order required all residents of California to isolate at home and only travel out for essentials. It also mandated that all non-essential businesses close.

The attached Analysis was performed to make realistic estimates of how the changes caused by this Pandemic would affect our financial standing by the end of this fiscal year.

The TCTC budget will see a minimal impact from the COVID-19 Pandemic except for the deferment of projects into the following year due to Governor Newsom's Mandated Stay at Home orders. Public input processes on several projects have been delayed for several months.

Revenue

- Beginning Fund Balance increase by \$184,781. Actual from the Auditor Controller.
- RMRA grant – Promoting Bicycle Safety decreases by \$278,931 which will carry over into FY 20/21.
- Rural Planning Assistance (RPA) decrease by \$16,819 due to actual carryover.
- CMAQ funding decreased by \$50,000. Unable to use CMAQ funds to purchase an electric vehicle charging station due to funding restrictions for by American.
- Decrease in funding from the City of Sonora on the North/South Connection project deferred to FY20/21.
- Local Transportation Funds (LTF) are projected to remain at the current level for transit but are expected to see a 10% reduction overall.

The net total estimated reduction of approximately \$286,092 in revenues received for FY19/20.

Expenditures

- Expected decrease to Salaries and Benefits of \$42,412 the majority of which is due to \$26,107 in leave cash out that have not materialized, \$25,000 in part time salaries budget to cover the partial cost of an intern This has since evolved into a Mobility Manager Position to be paid for from a 5310 grants that was awarded and the position will begin recruitment soon for hire in FY20/21. A reduction of \$4,000 in Group insurance to account for Transportation Planner position vacancy.
- Expected decrease of \$478,784 to Services and Supplies the majority of which is due to a \$233,000 decrease in expense for the North/South Connection project deferred until FY20/21, a decrease of \$278,931 for the RMRA grant – Promoting Bicycle Safety grant which will carry over into FY 20/21. Decrease of \$10,000 for a traffic study deferred until FY20/21. Decrease of \$6,000 in Travel expense due to shelter in place restrictions, and a decrease of \$3,500 for the purchased of computer equipment.

- Expected decrease of Asset and Capital Expenditure expense of \$57,000 due to the reduction of \$5,000 in Building Improvement expense and the reduction of \$47,000 to defer the Electric vehicle charging station purchase until FY20/21.
- Expected decrease of \$50,000 budgeted for Contingencies.

The increases/reduction in the expenses mentioned above contribute to a net estimated reduction of expense of approximately \$540,891 in FY19/20.

The net change to our bottom line is positive balance of \$296,645 carrying forward a fund balance of \$467,663 into FY20/21.

Attachments

TCTC FY19/20 Year End Estimate Summary Report

Recommended Action:

There is no recommended action as this item is presented for informational purposes.

4. Recommend adopting Resolution 621-20 approving the TCTC Recommended Budget for Fiscal Year 20/21.

The TCTC identifies their various revenue resources and the specific projects/programs those funds will be expended on each year through their Overall Work Program (OWP). Based on the planned activities in the OWP, a line item budget is adopted each year to facilitate the day to day management of the TCTC’s revenues and expenditures. As you may recall, the Final OWP for FY20/21 was approved by the TCTC at the May meeting.

Revenue

The majority of the TCTC’s planning funds come through the Rural Planning Assistance (RPA) Program, which has been consistently stable over the years. Since Fiscal Year 2006/07, the TCTC received \$275,000 each year. In 2014/15, the annual RPA funds apportionment was increased to \$294,000. This is the amount anticipated for FY20/21. These funds are programmed in the OWP to various planning related activities.

Through the State Transportation Improvement Program (STIP), the TCTC may program up to 5% of the Regional Improvement Program (RIP) funds received through the STIP for planning, programming and monitoring (PPM) purposes. Historically, the TCTC has programmed up to the 5% limit. In past years, PPM funding was consistently about \$150,000 per year. This revenue source was fairly consistent each STIP cycle until 2012 where available funding was greatly reduced thereby affecting future PPM. For the past three years, the TCTC has only had approximately \$33,000 per year to program. Fortunately, Fiscal Year 20/21 programming is increased to \$49,000. The 2020 STIP added an additional \$197,000 for FY21 through FY24. These funds were spread evenly between the years, \$49,000 in FY21, \$49,000 in FY22, \$49,000 in FY23 and \$50,000 in FY24. It is hoped that the future STIP cycles will continue generating additional funding for this important revenue source for the OWP.

Additional funding sources are available for budgeting purposes such as the Regional Surface Transportation Program (RSTP) Reserves, which is programmed through the OWP to specific

projects; Local Transportation Funds (LTF), for administration of the Transportation Development Act (TDA) Program; and various grants, which are specific to the project for which they were applied.

Overall, revenues anticipated for Fiscal Year 20/21 a net decreased of \$670,119 over the previous year, mostly due to grants awarded in FY17/18 and FY18/19 that have been expended and due to closeout in FY20/21. The Zero Emissions Grant which ended in FY19/20 causing a decrease of \$100,650, the 5304 Complete Streets Grant which ended in FY19/20 causing a decrease of 134,617, the 5304 Coordinated Plan grant decreased by \$97,942, the RMRA Active Transportation Grant decreased by \$94,750 both grants will be completed and preparing for close in FY20/21. The RMRA Promoting Bike Safety grant will be on its final year with an increase of 169,913 due to getting a late start because of the sub-contractor recruitment. There was also a reduction of revenue from Calaveras County for \$58,200 that reimbursed us for payments made to our sub-contractor for their Short-Range Transit Plan. We have under contract a consultant working on our Short-Range Transit Plan and the grant funded Coordinated Transit Plan. We had them include in their scope of work the Short-Range Transit Plan for Calvarias.

Expenses

A portion of TCTC staff time is funded through funding sources received by the Public Transportation System based upon the time spent on transit related activities. The following table identifies the positions and percentage of estimated work hours under each budget unit proposed for FY20/21. As you will see, based on the workload, changes in the percentages for each budget have been revised.

Position/Title	TCTC Budget		Transit Budget		FTE
	FY19/20	FY20/21	FY19/20	FY20/21	
Executive Director	70%	70%	30%	30%	1
Senior Administrative Analyst	70%	70%	30%	30%	1
Senior Transportation Planner	30%	30%	70%	70%	1
Mobility Manager	0%	25%	0%	75%	1
Assistant to the Executive Director	70%	70%	30%	30%	1
<i>Total Full-Time Equivalent (FTEs)</i>	<i>3.20</i>	<i>3.20</i>	<i>1.80</i>	<i>1.80</i>	<i>5.00</i>

Per Title 2 of the California Code of Regulations, section 570.5 have the TCTC approve and adopt the below standalone pay schedule that is to be posted on the Transit Website and accessible to the public.

Job Code	Classification	Union Code	Reg	Range	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5
0490	TCTC Executive Director	MGT	R	575	7/01/19	58.86	61.87	65.05	68.36	71.90
3994	TCTC SR. Admin. Analyst	EXE	R	470	7/01/19	35.92	37.76	39.69	41.31	42.59
3895	TCTC SR. Trans. Planner	PRO	R	380	7/01/20	36.67	38.54	40.51	42.59	44.76
3125	Mobility Manager	PRO	R	384	7/01/20	24.36	25.60	26.92	28.29	29.74
0567	Asst. to the Exec. Director	GEN	R	382	7/01/20	19.95	20.97	22.05	23.17	24.36

TCTC also budgets for approximately 200 hours for the County’s Geographic Information System (GIS) Technician for work needed by that position. The County will document and invoice the TCTC for only the hours performed by GIS Technician for work directly requested by the TCTC Executive Director. The estimated cost for these hours is approximately \$13,455.

Overall anticipated expenses for FY20/21 show a decrease of \$638,129 from the FY19/20 adopted budget.

The majority of the decrease of \$316,246 is due to the offset of expense due to the grants coming to a close as described in the revenue section.

Budget Assumptions

The TCTC Budget for Fiscal Year 20/21 is based upon the following assumptions:

- Revenue resources such as Rural Planning Assistance (RPA); Planning, Programming and Monitoring (PPM); and Local Transportation Funds (LTF) will be received as anticipated and programmed in the OWP.
- The TCTC will continue to use County services (auditor, informational technology, legal counsel, human resources, facilities management, etc.).
- The TCTC fund the County CRA GIS Technician position on an hour by hour basis, estimating 200 hours for the year, the cost of which is included in the Budget.
- The TCTC will allocate funds from the Bicycle/Pedestrian Local Transportation Funds Reserves toward continuing the Regional Trails/Non-Motorized Transportation Program.
- A grant funded Mobility Manager will be hired but a vacant Sr. Transportation Planner position will not be filled.
- The \$50,000 contingency from the current year will rollover into FY20/21.

The Fiscal Year 20/21 Recommended Budget is estimated to begin with a \$214,747 fund balance over the Minimum Restricted Fund Balance based on the Year End Budget Review for the current year. FY20/21 is estimated to end with a balance of \$519,479 based on the anticipated revenue and planned expenditures. The 90-day cash flow amount required by the TCTC's Minimum Restricted Fund Balance Policies for this budget year is \$304,733.

The Final Budget will most likely be presented at the August TCTC meeting, after the close-out figures from FY19/20 are finalized. As you know, a public hearing is required prior to the adoption of the final budget each year, which will be included on the agenda. The appropriate public notice will be published at least 10 days in advance of the hearing.

Attachment:

Resolution 621-20, TCTC Recommended Budget for Fiscal Year 20/21

Recommended Action:

Recommend the TCTC adopt Resolution 621-20 and the TCTC Recommended Budget for FY20/21 as proposed.

- 5. Recommend adopting Resolution 623-20 revising the Final Fiscal Year 20/21 Overall Work Program Budget to adjust for the addition of Work Element (WE) 15 the 5304 SR49 Complete Street Grant that was approved for a 6-month grant extension into FY20/21 due to the COVID-19 Pandemic Shutdown.**

The purpose of this agenda item is to revise the TCTC Final Overall Work Program (OWP) to adjust the 5304-revenue source and expenditures for the SR49 Complete Streets Grant that has been approved for a 6-month grant extension into FY20/21, as identified in the attached Revised Final FY20/21 OWP Budget (Exhibit B).

Background

This Revision will reflect the inclusion of WE15 5304 SR49 Complete Street Grant activities reflected in Revised Final FY20/21 OWP Budget (Exhibit B).

The Tuolumne County Transportation Council is requesting a six (6) month extension for a grant funded project exploring complete street improvements for State Route 49 between Jamestown, Sonora and Columbia. This is a very important project for the region. The project has already spurred several additional opportunities including an Active Transportation Program application (to be submitted for Cycle 5) and a project with Columbia College to help connect Yosemite Community College District land to the City of Sonora supporting non-motorized travel.

Currently, staff is reviewing an administrative draft of the Plan. Task 4 deliverables involve several rounds of public outreach. In April a number of planned community meetings to present the Draft Plan had to be cancelled due to the COVID-19 pandemic. With social distancing measures in place, there was no immediate alternative to gather the public input desired and needed for a successful end product.

Staff is currently working on dates and strategies to capture public input on this project inclusive of multiple input options, both physical and virtual. After community meetings are held and feedback is received, the draft document can be modified to reflect comments and suggestions gleaned from the outreach.

At this time, Task 4—Public Outreach, is the task that is threatening the schedule. Once these activities are accomplished, the remaining project tasks can be moved forward, towards finalization. As stated at the outset of the letter, a six-month extension will be more than sufficient to complete all activities and tasks in the project scope of work.

Please note- the request is for six months to allow for any unforeseen pandemic activities, although the schedule has the project being closed out in a shorter term.

The Revised Final also reflects minor revenue and expenditure adjustments to other programs in order to accommodate the staffing hour shifts for the addition of the WE15 being added.

Resolution 623-20 has been prepared for the TCTC's consideration. The revised OWP Budget is included as an attachment to the resolution. Finally, staff has provided a revised OWP document to reflect the new budgets for each work element. These documents will be posted on the TCTC's website upon approval.

This Revised Final FY20/21 OWP has been reviewed and approved by Caltrans.

Attachments:

Resolution 623-20, revised OWP Budget (Exhibit B),

Transmittal letter (Exhibit C)

Revised OWP document

Recommended Action:

Recommend adopting Resolution 623-20 revising the Fiscal Year 20/21 Overall Work Program and Budget, as presented.

6. Reports