

**MOTION:**

**SECOND:**

**RE:                AUTHORIZATION TO REFER THE POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION PROPOSED FY21 BUDGET TO MEMBER  
JURISDICTIONS FOR CONSIDERATION AND HOLD PUBLIC HEARINGS ON THE  
PROPOSED FY21 BUDGET AND FEDERAL GRANT APPLICATIONS**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation (“PRTC” or “Commission”) proposed FY21 budget and separately proposed FY21 Virginia Railway Express budget assume that federal funding will be sought for a program of projects as specified in the proposed budget materials; and

**WHEREAS**, the PRTC public participation policy requires a public review process (including public hearings) prior to adoption of the proposed annual budget, as well as an invitation for public comment on the proposed program of projects for which federal funds are being sought.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to refer the proposed PRTC FY21 budget to the jurisdictions for consideration.

**BE IT FURTHER RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to commence a public review process (including public hearings) on the proposed FY21 budget and federal grant applications.

**Votes:**

**Ayes:**

**Abstain:**

**Nays:**

**Absent from Vote:**


**Alternate Present Not Voting:**


**Absent from Meeting:**



January 16, 2020

TO: Vice Chair Sebesky and PRTC Commissioners

FROM: Joyce Embrey   
Director of Finance and Administration

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Authorization to Refer the Potomac and Rappahannock Transportation Commission Proposed FY21 Budget to Member Jurisdictions for Consideration and Hold Public Hearings on the Proposed FY21 Budget and Federal Grant Applications

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Recommendation:

Authorize the Executive Director to refer the Potomac and Rappahannock Transportation Commission proposed FY21 budget to member jurisdictions for consideration and hold public hearings on the proposed FY21 budget and federal grant applications.

The following is a summary of major budget assumptions:

▪ Fuel Tax Revenue

Projections for the proposed FY21 budget and six-year plan are in the process of being prepared, with recently available information from the Division of Motor Vehicles (DMV). DMV implemented a system conversion within the last year. This has resulted in delays in providing reports, which are used to develop projections, to the Commission. PRTC's share of the Commuter Rail Operating and Capital Fund (CROC), which is based on its percentage of the Virginia Railway Express (VRE) subsidy, will be deducted from the projections.

▪ Bus Service Levels

The FY21 budget assumes paratransit service on the western side of Prince William County and other sponsored services associated with the I-95/395 and I-66 transit/Transportation Demand Management (TDM) plans as well as the Commuter Choice programs for the I-95/395/I-66 corridors. PRTC management proposes to continue incorporating a modest bus service

platform hour contingency of eight daily hours to allow for schedule adjustments and to ease chronic overcrowding.

- Fares

The FY21 budget assumes no fare increases. Fare increases of approximately 6% are tentatively assumed every year thereafter (FY22 – FY26).

- State Assistance

At the direction of the General Assembly, the Virginia Department of Rail and Public Transportation (DRPT) instituted a performance based capital assistance program, which started in FY20. DRPT will allocate 80% of its available funding to State of Good Repair or Minor Enhancement projects and the other 20% for Major Expansion projects. All capital projects will be scored and ranked and those falling within the available funding will receive 68% funding. Those projects not receiving any state funding will be totally locally funded. Rolling stock projects score the highest, so projects for replacing buses that have met their useful life or have met the criteria for a mid-life overhaul will be funded at 68%, while bus shelters, computer equipment, and surveillance cameras on buses score the lowest and probably will not receive any state funding.

Changes have also been made for the allocation of statewide operating funds, including technical assistance, demonstration, and rideshare, which follows a performance-based methodology.

- Federal Funding

The proposed budget also assumes relatively steady federal funding for preventive maintenance. Annual federal earnings from the VanPool Alliance Program will be used for preventive maintenance as well as bus purchases.

- Western Maintenance Facility

The FY21 budget assumes the western OmniRide facility will be completed in the spring/summer 2020, with occupancy later in FY21. The FY21 budget assumes anticipated operating costs as well as some initial set-up expenses.

- Bus Purchases – Replacements/Expansions

The proposed FY21 budget assumes Congestion Mitigation and Air Quality (CMAQ), federal, state, and local funding for OmniRide Express bus replacements. No debt financing for local match is assumed. Bus purchases for OmniRide Express expansion are assumed to be 100

percent funded by outside sources (i.e., Commuter Choice Program). Bus replacement for the OmniRide Local service is assumed to be covered by state and local funding.

- Bus Mid-Life Overhauls

The FY21 budget assumes state and local funding for bus overhauls based on a typical mid-life schedule.

- Transit Operations Contract

PRTC is in the midst of the procurement process for a transit operations contractor. Authorization from the Commission to award a contract is anticipated in March 2020, which would be effective in FY21. Assumptions have been made in the FY21 budget regarding contract costs since the procurement process is not yet complete.

- Wheels-to-Wellness Transportation Voucher Program

At its December 5, 2019 meeting, the Commission authorized including funding for the Wheels-to-Wellness Program in the proposed FY21 budget and six-year plan, to be funded by Prince William County, at a cost of approximately \$150,000 per year.

- Administrative

The FY21 budget includes two new positions – Chief Financial Officer and Grants Administrator. A facility manager position that has been vacant, but not filled for several fiscal years, has been included in the FY21 budget due to the opening of the western maintenance facility.

The FY21 budget incorporates a COLA/merit allowance sized after surveying the member jurisdictions.

- Federally participating projects

The program of projects for which federal funds are envisioned/sought on behalf of PRTC and VRE appears below:

- ❖ PRTC Bus Preventive Maintenance
- ❖ PRTC TDM/Commuter Assistance Program
- ❖ PRTC Security Enhancements
- ❖ PRTC Bus Acquisition
- ❖ VRE Track Lease/Improvement Payments
- ❖ VRE Facilities Asset Management
- ❖ VRE New York Avenue Mid-Day Storage
- ❖ VRE Capital Fleet Replacement and Expansion

- ❖ VRE Crystal City Station Improvements
- ❖ VRE Broad Run Station Expansion
- ❖ VRE Brooke, Leeland, and Backlick Station Improvement Projects
- ❖ VRE Equipment Asset Management Program
- ❖ VRE Grant and Project Management
- ❖ VRE Cameras and Station Security Enhancements
- ❖ VRE Washington Union Station Improvements

Fiscal Impact:

Administrative Expenses - All PRTC member jurisdictions support the administration portion of the PRTC budget based on respective percentages of fuel tax receipts.

Bus Service Subsidies - The local subsidy required for OmniRide Express, OmniRide Metro Express, and the easterly OmniRide Local routes has been, and continues to be, borne exclusively by Prince William County. Local subsidy required for the westerly OmniRide Local routes and OmniRide Access is an expense shared by Prince William County and the cities of Manassas and Manassas Park (allocated among the three local government sponsors by a Board-adopted formula accounting for both riders' residency and population).

Marketing - Marketing is supported by federal and state grants, advertising revenue, Prince William County, and the cities of Manassas and Manassas Park.

The proposed FY21 PRTC subsidies will be provided to the Commission at its January 16, 2020 meeting.