

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Revision #1 to Policy 5-1: Policy to Prioritize the Distribution of Federal Planning Funds	2-26-08	4-4

RECOMMENDATION

It is recommended that the Board:

1. Approve Revision #1 to Policy 5-1 to update federal planning fund (PL) functions (Attachment A); and
2. Increase the RTPA administrative reserve to \$450,000.

SUMMARY

The original PL policy is from 1998 (Attachment B). The policy is outdated and requires revision to include changes in federal and state guidance.

DISCUSSION

The RTPA is allocated PL funds for transportation planning in Shasta County. RTPA staff is responsible for the administration of these funds. The policy for the distribution of PL funds was adopted by the RTPA Board in 1998. It includes core planning functions and activities required by federal and state agencies in order to receive PL funds. There have been no revisions to the policy since its adoption. The policy needs to be revised based on current transportation planning functions and activities.

The RTPA reserve by existing policy is \$150,000. In practice, RTPA reserves have been in excess of \$400,000. In the event of delays or continued declines in federal funding, the reserve should sustain the RTPA for one year. The current annual cost of administrative functions is approximately \$400,000. It is recommended that the reserve be increased to \$450,000.

OTHER AGENCY INVOLVEMENT

This item was discussed at the February 11, 2008, Technical Advisory Committee (TAC) meeting and TAC recommended approval.

FINANCING

Adoption of the staff recommendation would ensure a prudent federal funding reserve in the event of revenue cuts or delayed payments or other unanticipated RTPA expenses.



Daniel S. Little, AICP, Executive Director

DSL/SLC/jac

Attachments: A - Revised Policy 5-1
 B - Existing Policy 5-1

Attachment A

SHASTA COUNTY RTPA POLICY AND PROCEDURE MANUAL		Number
		5-1 Rev.1
SECTION: Rules of the Shasta County RTPA	Policy to Prioritize the Distribution of Federal Planning Funds	
APPROVAL DATE: Rev No1. 2/26/08		
Page No. 1 of 2		

POLICY TO PRIORITIZE THE DISTRIBUTION OF FEDERAL PLANNING FUNDS

INTRODUCTION

Annually, the Shasta County Regional Transportation Planning Agency (RTPA) is allocated Metropolitan Planning Funds (PL) to perform mandated transportation planning for Shasta County in accordance with the Memorandum of Understanding between the Shasta County RTPA and Caltrans. These responsibilities are performed by RTPA staff under the direction of the SCRTPA Executive Director.

Funds are budgeted through the Overall Work Program (OWP). There is an 11.47% agency match. The PL match requirements for these tasks shall be provided from Transportation Development Act (TDA) funds, or other available revenue sources that are authorized for administrative uses. These funds are subject to annual audits. The RTPA shall maintain \$450,000 in reserve to cover contingencies and delays in the federal budget process.

FUNDING PRIORITIES

- Priority 1. RTPA core planning functions. Processes and reports required to be completed with PL funds are:
- Regional Transportation Plan (RTP) – Every five years (due to federal air quality attainment)
 - Traffic model runs and updates
 - Traffic volume inventories
 - Highway Pavement Management System
 - Public transit participation in the RTPA planning process
 - Non-motorized planning
 - Review of Transportation Enhancement projects
 - Regional aviation system planning
 - Federal Transportation Improvement Program (FTIP/FSTIP) – Biennial update of a four-year program
 - Regional Transportation Improvement Program (RTIP) – Biennial update of a five-year program
 - Review of State Highway Operations and Protection Program (SHOPP)
 - Review of development projects in accordance with the Office of Planning Research procedures
 - Planning policy meetings, RTPA meetings, and training
 - Transportation Development Act administration
 - Inclusion of public transportation providers in the planning process
 - Review of public transit performance

- Overall Work Program (OWP) – January of each year
 - Adoption and maintenance of a participation plan for transportation planning
 - Public outreach
 - Coordinated Human Transportation Plan updates (follows RTP cycle)
 - Coordination with Caltrans to satisfy federal planning and programming processes
 - Consultation with tribal governments in the planning process
 - Ensure that plans, programs and projects conform to applicable air quality standards
 - Collect and analyze data reflecting existing and historical information that is the basis for local project cost estimates and revenue projections
 - Environmental stewardship in planning and programming transportation projects
 - Intelligent Transportation Systems implementation and updates
 - Area transportation plans and revenue programs
 - RTPA administration – meetings, fiscal audits, accounting, administer grants, correspondence, and legal counsel
- Priority 2. RTPA planning functions performed by outside consultants under contract to the RTPA and planning functions performed by member agency staff in support of RTPA core planning functions.
- Agency bike plan updates
 - Short- and Long-Range Transit Plan updates including review and implementation
 - Public transit administration – analysis of ridership, internal circulation planning, conferences, RTPA meetings, and preparation of grant applications
- Priority 3. RTPA planning functions performed by member agency staff in support of ongoing data collection that relates to state and federal Planning Emphasis Areas (PEAs).
- Accident surveillance
 - Traffic device control and inventories
 - Studies related to traffic circulation
 - Transportation safety management and monitoring
 - Deficiency and needs studies
- Priority 4. Projects in support of regional plans and programs that include the state highway system.
- Priority 5. Projects in support of regional plans and programs that do not include the state highway system.

ATTACHMENT B

SHASTA COUNTY RTPA POLICY AND PROCEDURE MANUAL		Number
		5-1
SECTION: Rules of the Shasta County RTPA	Policy to Prioritize the Distribution of Federal Planning Funds	
APPROVAL DATE: December 18, 1998		
Page No. 1 or 2		

POLICY TO PRIORITIZE THE DISTRIBUTION OF FEDERAL PLANNING FUNDS

INTRODUCTION

Annually, the Shasta County RTPA is allocated Metropolitan Planning Funds (PL) to perform the mandated transportation planning for Shasta County in accordance with the Memorandum of Understanding between the Shasta County RTPA and Caltrans. The funds are budgeted through the Overall Work Program (OWP), require an 11.47% agency match and are subject to annual audits. The RTPA shall maintain \$150,000 in reserve to cover contingencies and delays in the federal budget process.

FUNDING PRIORITIES

1. RTPA core planning functions. Processes and reports required to be completed with PL funds are:
 - a) Regional Transportation Plan (December of even-numbered years).
 - b) Overall Work Program (January of each year)
 - c) Federal Transportation Improvement Plan (July of even-numbered years)
 - d) Regional Transportation Improvement Plan (December, 1999 and biennial thereafter)
 - e) Review of State Highway Operations and Protection Program (annual)
 - f) Ensure that plans, programs and projects conform to applicable air quality standards.
 - g) Data collection and analysis of the transportation system reflecting existing and historical information.
 - h) NEPA/404 MOU implementation.
 - i) Coordination with Caltrans to satisfy federal transportation, planning and programming processes.
 - j) Adoption and maintenance of a public involvement policy.
 - k) RTPA Administration (Includes Technical Advisory and regular RTPA meetings)

These responsibilities are performed by Shasta County staff under direction of the RTPA Executive Officer. The PL match requirements for these tasks shall be satisfied from Transportation Development Act (TDA) funds claimed and authorized for administration.

2. RTPA planning functions performed by outside consultants under contract to the RTPA. The Major Investment Study for the SR 299 corridor is an example of such a study.
3. RTPA planning functions performed by member agency staff in support of RTPA core planning functions.
4. RTPA planning functions performed by member agency staff in support of ongoing data collection that relates to Federal Planning Emphasis Areas (PEAs).
5. Projects in support of regional planning studies that include the state highway system.
6. Projects in support of regional planning studies that do not include the state highway system.