

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Adopt the 2008/09 Overall Work Program (OWP)	04/22/08	7

RECOMMENDATION

It is recommended that the Board:

1. Hold a public hearing to take testimony on the proposed 2008/09 Overall Work Program (OWP);
2. Authorize the Chair to sign the Certifications and Assurances for Federal Transit Administration (FTA) assistance programs;
3. Authorize the Executive Director to make modifications as requested by the Federal Highway Administration (FHWA) for minor non-financial administrative changes;
4. Adopt Resolution No. 08-05, certifying compliance with Federal Joint Urban Transportation Planning regulations; and
5. Adopt the 2008/09 Overall Work Program.

SUMMARY

The 2008/09 OWP is the RTPA's annual work program and budget. Adoption of the OWP requires certifications that work is performed consistent with federal requirements (OWP pages 5-10).

DISCUSSION

~~State and federal regulations governing the metropolitan transportation planning process require the development of an annual work program and budget. The OWP defines the tasks to be accomplished, the type and amount of funding, and the participants in the transportation planning process. Section II of the OWP includes a detailed breakdown of RTPA projects.~~

The 2008/09 OWP has been reviewed by the funding agencies and comments have been included in the final document. Federal law requires that the OWP contain compliance certifications, including a statement that none of the funds received are used for lobbying purposes.

The OWP includes funds to prepare the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), and a Federal Transportation Improvement Program (FTIP). These programs must comply with the federal transportation act known as SAFETEA-LU.

These processes and plans are considered the "core" or basic functions of the RTPA. Agency staff, under the direction of the Executive Director, are responsible for carrying out these functions. These core functions are funded 100% from Federal Planning (PL) funds, Transportation Development Act (TDA) funds, and other grant funds. The Federal Highway Trust Fund will have a negative balance during the next fiscal year. There will be a 30% reduction in federal PL shares in the next two years, resulting in reduced funds for non-core functions.

Non-core requests from local agencies are funded in accordance with the Agency's adopted Policy 5-1 (Attachment D). This policy determines priorities if requests exceed funding. The policy addresses how competing projects are evaluated and specifies accountability measures and required deliverables. Non-core projects in this OWP include:

1. Update of bike plans by the City of Anderson (\$12,000) and the City of Shasta Lake (\$15,000).
2. ADA Sidewalk Inventory by the City of Redding (\$30,505). The City of Redding requested \$100,000 for non-core functions that could not be funded.
3. Redding Area Bus Authority requested \$125,000 for Advanced Vehicle Locator hardware and software. Only \$47,000 of this request can be funded.

Total funding for the OWP is \$1,571,430. A breakdown of the funding is presented in the following tables:

Table 1: Expenditures by Fund Source							
FUNDING SOURCE	RTPA	COUNTY	REDDING	S LAKE	ANDERSON	RABA	TOTAL
FHWA	\$ 346,140	\$ 53,049	\$ 177,188	\$26,559	\$ 32,235	0	\$ 635,171
FTA	0	0	0	0	0	\$105,462	\$ 105,462
INKIND	0	\$ 979	\$ 11,952	\$ 3,275	\$ 3,253	\$ 13,664	\$ 33,123
TDA	\$ 297,793	\$ 5,894	\$ 11,005	\$ 166	\$ 923	0	\$ 315,782
SPR-BP	\$ 230,580	0	0	0	0	0	\$ 230,580
SPR- FIX 5	\$ 251,313						\$ 251,312
TOTAL	\$1,125,826	\$ 59,922	\$ 200,145	\$30,000	\$ 36,411	\$119,126	\$1,571,430

Table 2: Expenditures by Type							
Type	RTPA	COUNTY	REDDING	S LAKE	ANDERSON	RABA	TOTAL
Consultant	\$ 428,362			\$28,500	\$ 18,000		\$ 474,862
Expenses & fixed assets	\$ 166,133		\$ 28,500			\$47,000	\$ 241,633
Staff	\$ 531,331	\$ 59,922	\$ 171,645	\$1,500	\$ 18,411	\$72,126	\$ 854,935
TOTAL	\$1,125,826	\$ 59,922	\$ 200,145	\$30,000	\$ 36,411	\$119,126	\$1,571,430

Nearly half of the RTPA budget will be funded through SPR grants (Fix 5 and ShastaForward>>) which are not expected to be available the following year.

OTHER AGENCY INVOLVEMENT

Funding agencies are the FHWA, FTA, and Caltrans. Participating agencies are the cities of Anderson, Redding, and Shasta Lake, RABA, and Shasta County. This item was presented at the Technical Advisory Committee (TAC) meeting on April 8, 2008. TAC recommends approval of the OWP.

FINANCING

Total funding for the OWP is \$1,571,430 as shown in the above table. Section III of the OWP contains a financial summary by funding source and local agency. Consistent with RTPA Policy 5-1, \$450,000 in PL funds is reserved to cover contingencies and delays in the federal budget process. This reserve is deducted prior to calculation of available PL funds available to the agencies.


 Daniel S. Little, AICP, Executive Director

DSL/SLC/jac

Attachments: A) Resolution No. 08-05
 B) Revenue and Expenditure Charts
 C) Policy 5-1
 D) 2008/09 Overall Work Program

**ADOPTING THE 2008/09 OVERALL WORK PROGRAM AND CERTIFYING COMPLIANCE
WITH FEDERAL JOINT URBAN TRANSPORTATION PLANNING REGULATIONS**

WHEREAS, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as a condition to the allocation of federal transportation planning funds, require each Metropolitan Planning Organization (MPO) to annually develop a comprehensive Overall Work Program (OWP) as a planning, programming, and budgeting tool for the coming fiscal year; and

WHEREAS, the joint urban transportation planning regulations require each MPO to certify that its planning process is being carried out in conformance with the following federal rules and regulations:

- I. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 through 5306 and 5323(1);
 - II. Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) **(Note - only for Metropolitan Planning Organizations with non-attainment and/or maintenance areas within the metropolitan planning area boundary);**
 - III. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
 - IV. Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105178 112 Stat. 107) regarding the involvement of disadvantaged business enterprises in the FHWA and FTA funded projects (FR Vol. 64 No. 21, 49 CFR part 26); and,
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- V. The provisions of the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat 327, as amended) and the U.S. DOT implementing regulations (49 CFR 27, 37 and 38).

WHEREAS, the draft Overall Work Program has been reviewed and is found to conform to the above federal planning regulations and to reflect the priorities, scope of work, and level of effort desired for regional transportation planning for fiscal year 2008/09; and

WHEREAS, the draft Overall Work Program was submitted to state and federal funding agencies for review, comment, and recommendations; and

WHEREAS, comments and recommendations of funding agencies and the Intermodal Planning Group have been received and incorporated into the final Overall Work Program.

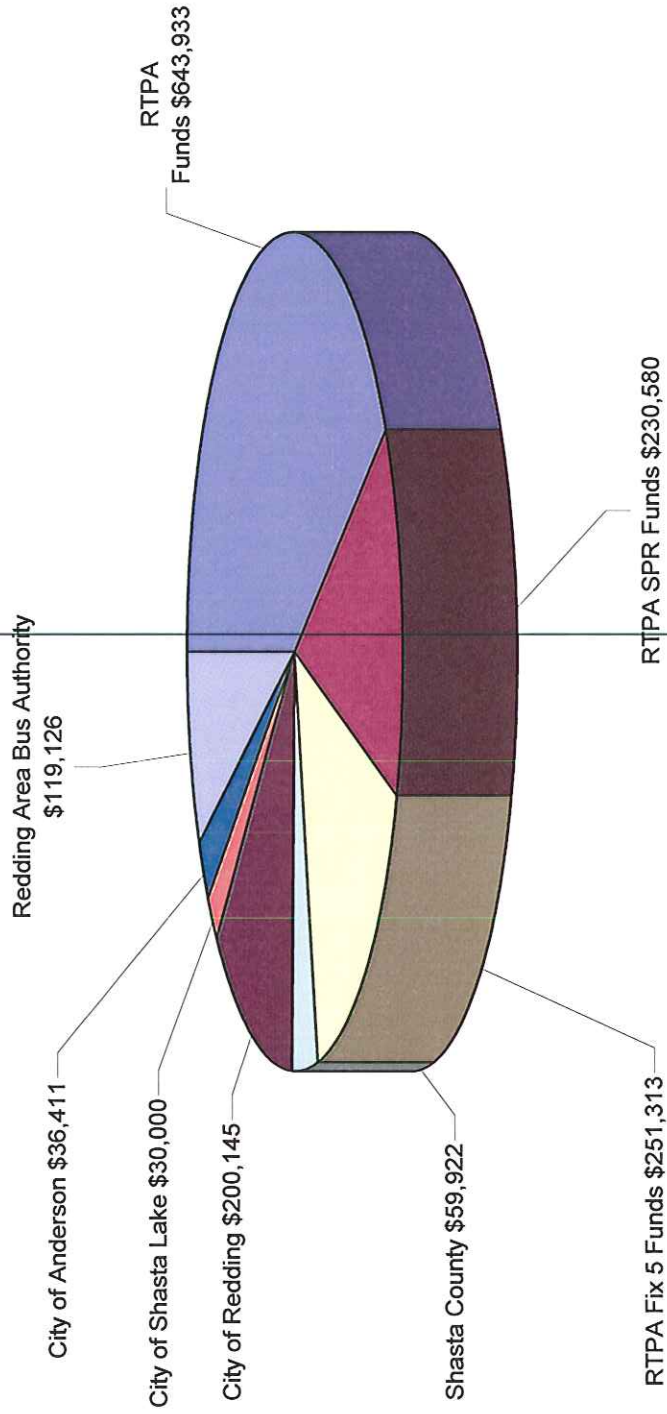
NOW, THEREFORE, BE IT RESOLVED that the Overall Work Program for 2008/09 is approved and adopted.

NOW BE IT FURTHER RESOLVED that Shasta County Regional Transportation Planning Agency certifies that the transportation planning process is being carried out in conformance with all applicable federal requirements.

PASSED AND ADOPTED this 22nd day of April, 2008, by the Shasta County Regional Transportation Planning Agency.

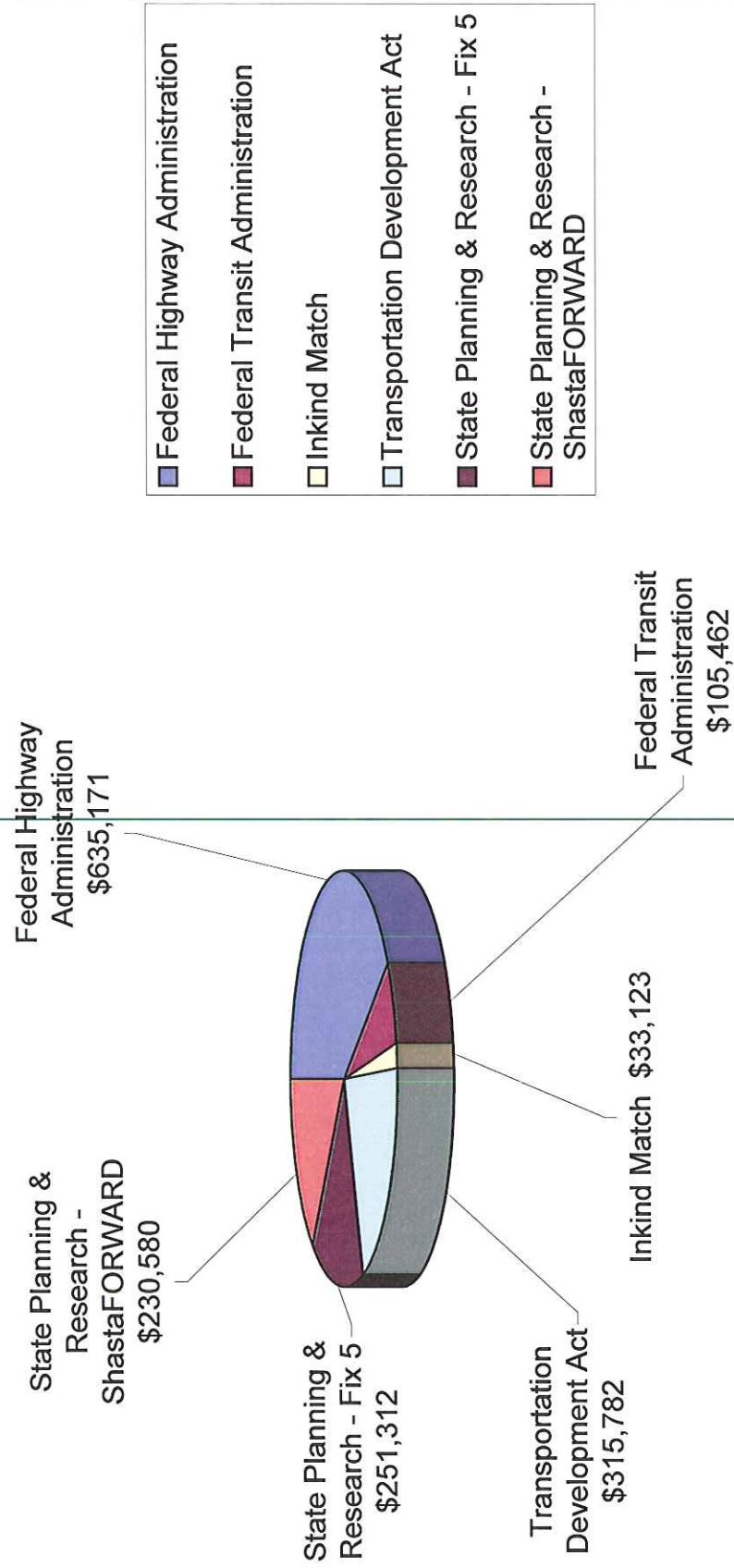
Norma Comnick, Chair
Shasta County Regional
Transportation Planning Agency

**2008-09 Overall Work Program
Expense by Agency
Total Budget - \$ 1,571,430**



- RTPA PL Funds
- Shasta County
- City of Anderson
- RTPA SPR Funds
- City of Redding
- Redding Area Bus Authority
- RTPA Fix 5 Funds
- City of Shasta Lake

**2008-09 Overall Work Program
Funding by Source
Total Budget - \$ 1,571,430**



Attachment D

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 attainment). Inclusive of agency staff.
 - 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. Inclusive of agency staff.
 - 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 public participation plan.
 - 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 Federal Planning Emphasis Areas (PEAs).
- Accident surveillance
 - Traffic device control and inventories
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- 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.