STAFF REPORT

MEETING DATE:	**April 26, 2016**
SUBJECT:	**Approve Fiscal Year 2016/17 Overall Work Program Budget, Salary Resolution, and Corresponding SRTA Comprehensive FY 2016/17 Budget**
AGENDA ITEM:	**9**
STAFF CONTACT:	**Sean Tiedgen, AICP, Senior Transportation Planner**

SUMMARY:
The Fiscal Year (FY) 2016/17 Overall Work Program (OWP) in the amount of $3,110,445 has been prepared in consultation with federal, state and local agency partners. Adoption by the board of directors and certification of compliance with applicable laws and regulations are necessary to receive federal and state transportation planning funds. Adoption of a comprehensive agency budget accounts for activities not part of the OWP process, such as capital and transit operations. The budget includes a recommendation from the SRTA Human Resources Committee for 3% salary increases each year over the next three years for SRTA staff, pursuant to the attached resolution.

STAFF RECOMMENDATION:
It is recommended that the board of directors:

1. Approve the Human Resources Committee recommendation and adopt Resolution 16-07 which approves salary increases of 3% in FY 2016/17; 3% in FY 2017/18; and 3% in FY 2018/19 to all classifications;
2. Adopt the FY 2016/17 OWP pursuant to Resolution 16-06 (attached);
3. Authorize the chair and executive director to sign the Indirect Cost Allocation Plan Submission Certificate;
4. Authorize the executive director to sign the Overall Work Program Agreement and certifications and assurances that all OWP requirements have been met; and
5. Approve the corresponding FY 2016/17 comprehensive agency budget of $14,408,019.

DISCUSSION:
Background – The OWP is the agency's annual program of planning activities and corresponding budget. The OWP addresses: 1) core metropolitan planning organization responsibilities; 2) regional planning priorities approved by the board of directors each December; as well as 3) Federal Planning Factors and California Planning Emphasis Areas provided by the Federal Highway Administration.

The draft FY 2016/17 OWP was presented for discussion in February. The following changes have been made for the final OWP:

- Added Local Agency Planning Projects – The board of directors approved five projects, totaling $297,000. A new '900-series' was created in the OWP to keep track of local agency projects.
- Revised Indirect Cost Allocation Plan – A higher indirect cost rate of 104.77% is being used due to Caltrans assigning more of the executive director, chief fiscal officer and executive assistant's time to indirect expenses (Attachment B). This means that more staff time will be reimbursed

across all funding sources as opposed to a single source. The indirect cost rate for FY 2015/16 was 63.33%.

- Added a new Work Element (702.03) – A new work element was added to consolidate grant writing and technical assistance activities.

Regional Traffic Count Program – At the February board of directors meeting there was some discussion regarding the new regional traffic data collection program (Work Element 701.11). The following clarifications are provided in response to board member queries:

- **Federal/state requirements** – SRTA is required to develop, track and report the region's progress towards meeting federal and state performance measures in the Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP). Data collection is necessary to support these activities and a regional approach would bring consistency and on-time reporting. All data collected will be made publicly available via an online map.
- **Regional and local traffic counts** – Per federal requirements, a total of 245 locations across the region require traffic counting at least once every three years. Many of these double as local count locations. Adding other local count locations to the regional program may be possible if a clear nexus to meeting regional and state/federal needs can be made. Staff is looking into this further.
- **Local agency support** – Staff prepared a more detailed scope of work and met with city and county staff to discuss the program and any concerns. City and county staff have approved of the scope of work with some revisions and agreed to provide guidance through the procurement process.
- **Potential cost savings** – Based on projects in similar-sized regions, it is estimated that a regional program would cost approximately $60,000 over a three-year period. By comparison, SRTA has paid over $200,000 over three years to local agencies for individual traffic count studies.

FY 2016/17 OWP Budget – The FY 2016/17 OWP budget totals $3,110,445, which includes SRTA's costs for personnel and support services ($1,367,384); consultants ($722,759); transit administration by the Redding Area Bus Authority (RABA) and Shasta Senior Nutrition Program (SSNP) ($554,000); Safe Routes to Schools ($169,300); and the five local agency planning projects ($297,000). This budget is approximately $880,362 greater than last year's OWP budget in part because it includes:

- New grant funds (Safe Routes to Schools, Caltrans ATP, NextGEN) with increased consultant work ($458,700);
- Local agency contributions for orthoimagery ($50,300);
- Local agency planning projects ($297,000);
- Salary increases of three percent for FY 2016/17 ($22,860); and
- Adding an additional full-time assistant or associate planner position, while reducing hours for a senior planner position ($49,588 net for the fiscal year) to accommodate ongoing grant activities.

Human Resources Committee Recommendations – The Human Resources Committee met on April 4, 2016, to review and discuss SRTA workload and staffing trends. The executive director presented information on staffing needs based on new duties from federal and state mandates, and a state shift from formula programs to competitive grant programs. Attachments G, H and I were reviewed by the Human Resources Committee. The Human Resources Committee concurs with the executive director's recommendation to budget an additional full-time assistant or associate planner sometime in the fall of 2016.

The Human Resources Committee also reviewed Attachment J and other information regarding SRTA's salary classification plan, comparison updates, and retention and recruitment outcomes. The Human Resources Committee and board of directors previously discussed reviewing these items every three years, to maintain salary and benefits near the median of the lower paying comparable agencies. Information was reviewed using the previous methodology and showed a 9% deficit from the current average of classifications for comparable agencies. This did not account for a 53% increase in medical premiums. After review of the information presented, the Human Resources Committee recommends an increase in all salary classifications in three-percent increments, effective July 1 in FY 2016/17, 2017/18 and 2018/19, to bring the agency up to the current comparable average over three years. A salary resolution is attached for board of directors' consideration.

SRTA's Comprehensive Budget – The agency's comprehensive budget summarizes all SRTA activities, including those not part of the OWP, such as road capital projects, transit operations, non-motorized program projects, and building ownership. SRTA's comprehensive agency budget for FY 2016/17 totals $14,408,019 as shown in Attachment F.

ALTERNATIVES:

The board of directors may modify the FY 2016/17 OWP and the comprehensive budget, provided that such changes are consistent with the terms of applicable funding eligibility requirements.

OTHER AGENCY INVOLVEMENT:

The FY 2016/17 OWP was reviewed by Caltrans, the Federal Highway Administration, and the Federal Transit Administration. They provided comments on April 4, 2016 (Attachment K). The Technical Advisory Committee (TAC) has reviewed items in the OWP that affect their respective agencies and support the staff recommendation.

FINANCING:

SRTA's transportation planning and administration budget for the FY 2016/17 OWP is $3,110,445. The proposed OWP budget includes using $673,586 in FHWA PL carryover funds, resulting from consultant work and local agency projects authorized by the board of directors in February. A balance of $886,852 in FHWA PL carryover funds remain. SRTA's comprehensive agency budget for FY 2016/17 is $14,408,019 and reflects recent estimates for various operational and capital programs.

Daniel S. Little, AICP, Executive Director

Attachments:

- A: Resolution 16-07: Authorizing Changes to Salaries
- B: Resolution 16-06: Adoption of the Fiscal Year 2016/17 Overall Work Program
- C: Indirect Cost Allocation Plan Certification
- D: FY 2016/17 Revenues and Expenditures Summary Charts
- E: FY 2016/17 Overall Work Program available at: http://www.srta.ca.gov/DocumentCenter/View/2874
- F: Fiscal Year 2016/17 Overall Budget
- G: SRTA Staff Assignments
- H: Five-year SRTA Discretionary Grants History
- I: SRTA New Duties and Mandates
- J: Salary Comparison
- K: Caltrans Comments on draft FY 16/17 OWP

ATTACHMENT A:

RESOLUTION 16-07: AUTHORIZING CHANGES TO SALARIES

Attachment A

RESOLUTION

RESOLUTION NUMBER:	**16-07**
SUBJECT:	**Authorizing Changes to Salaries**

WHEREAS, the SRTA Board of Directors established an ad-hoc Human Resources Committee to engage in informal, good-faith employee relations in place of a more costly and rigid organized labor approach; and

WHEREAS, Section 204 of SRTA's Human Resources Policies and Procedures seek to provide competitive pay in relation to the job market, where agency circumstances allow; and

WHEREAS, recruiting and maintaining quality staff is essential to meeting agency goals and maximizing state and federal funds that come to the region; and

WHEREAS, the Human Resources Committee reviewed up-to-date employee compensation from agencies that are similar to SRTA based on size (i.e. number of employees and budget), staff responsibilities, and regional cost of living; and

WHEREAS, SRTA consistently operates under budget; maintains ample financial reserves; and has no unfunded liabilities.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency authorizes a cost-of-living increase for all staff effective July 1 of each fiscal year as follows: 3% in FY 2016/17; 3% in FY 2017/18; and 3% in FY 2018/19.

PASSED AND ADOPTED this 26th day of April, 2016, by the Shasta Regional Transportation Agency.

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Leonard Moty, Chair
Shasta Regional Transportation Agency

ATTACHMENT B:

RESOLUTION 16-06: ADOPTION OF THE FISCAL YEAR 2016/17 OVERALL WORK PROGRAM

Attachment B

RESOLUTION

RESOLUTION NUMBER:	**16-06**
SUBJECT:	**Adoption of the Fiscal Year 2016/17 Overall Work Program**

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 Shasta Regional Transportation Agency (SRTA) is the designated MPO for the Shasta County region; and

WHEREAS, SRTA developed a fiscal year 2016/17 OWP with well-defined work elements that have been reviewed by both state and federal funding agencies; and

WHEREAS, said OWP has been found to conform to all state and federal planning requirements and to reflect the priorities, scope of work, and level of effort required for regional transportation planning.

NOW, THEREFORE, BE IT RESOLVED that the SRTA Board of Directors:

1. Approves and adopts the fiscal year 2016/17 OWP;
2. Authorizes the executive director to make minor administrative changes and corrections as needed in response to further comments provided by approving agencies.
3. Authorizes the executive director to sign annual certifications and assurances that all funding program requirements have been met; and
4. Authorizes the chair to sign the 2016 Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) Submission Certification

PASSED AND ADOPTED this 26th day of April, 2016, by the Shasta Regional Transportation Agency.

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Leonard Moty, Chair
Shasta Regional Transportation Agency

ATTACHMENT C:

INDIRECT COST ALLOCATION PLAN CERTIFICATION

Attachment C

ICAP/ICRP SUBMISSION CERTIFICATION

SHASTA REGIONAL TRANSPORTATION (SRTA]
Indirect Cost Rate
FY 2016-17

The indirect cost rate plan contained herein is for use on grants, contracts and other agreements with the Federal Government and the California Department of Transportation (Department), subject to the provisions in Section II. This rate was prepared by the Shasta Regional Transportation Agency and accepted by the Department.

SECTION I: Rates

Rate Type*	Effective Period	Rate*	Applicable to
Fixed w/ carryforward	7/1/16 to 6/30/17	104.77%	SRTA

SECTION II: General Provisions

A. Limitations:
The rate in this Agreement is subject to any statutory or administrative limitations and applies to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rate is subject to the following conditions: (1) Only costs incurred by SRTA were included in its indirect cost pool as finally accepted; such costs are legal obligations of SRTA and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; (4) The information provided by SRTA which was used to establish the rate is not later found to be materially incomplete or inaccurate by the Federal Government or the Department. In such situations the rate would be subject to renegotiation at the discretion of the Federal Government or the Department; (5) Prior actual costs used in the calculation of the approved rate are contained in SRTA's Single Audit which was prepared in accordance with 2 CFR 200. If a Single Audit is not required to be performed, then audited financial statements should be used to support the prior actual costs; and, (6) The rate is based on an estimate of the costs to be incurred or actual costs incurred during the period.

B. Accounting Changes:
This Agreement is based on the accounting system purported by SRTA to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. Fixed Rate with Carry Forward:
The fixed rate used in this Agreement is based on an estimate of the costs to be incurred for the period covered by the rate.

Attachment C

When the actual costs for the period is determined by SRTA's audited financial statements – any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan.

D. Audit Adjustments:
Immaterial adjustments resulting from the audit of information contained in this plan shall be compensated for in the subsequent indirect cost plans approved after the date of the audit adjustment. Material audit adjustments will require reimbursement from SRTA. For rates covering a future fiscal year, unallowable costs will be removed from the indirect cost pool and the rate appropriately adjusted.

E. Record Retention:
The proposal and all related documentation must be retained for audit in accordance with the record retention requirements of the State or Federal agreements for which the indirect rate will be billed or for three years after the fiscal year for which the rate is calculated, whichever is longer.

F. Use by Other Federal Agencies:
Authority to accept this agreement by the Department has been delegated by the Federal Highway Administration, California Division. The purpose of this acceptance is to permit SRTA to bill indirect costs to Title 23 funded projects administered by the Federal Department of Transportation (DOT).

The acceptance will also be used by the Department in state-only funded projects.

G. Other:
If any Federal contract, grant, or other agreement is reimbursing indirect costs by a means other than the accepted rate(s) in this Agreement, SRTA should (1) credit such costs to the affected programs, and (2) apply the accepted rate to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

H. Rate Calculation for Fixed Rate with Carryforward:

FY 2016-17 Budgeted/Estimated Indirect Costs	$537,149
Carry Forward from FY 2015	$117,054
Budgeted FY 2017 Indirect Costs	$654,203
FY 2017 Budgeted/Estimated Direct Salaries & Wages plus Fringe Benefits	$624,390
FY 2017 Indirect Cost Rate	104.77%

Attachment C

CERTIFICATION OF INDIRECT COSTS

This is to certify that I, Dan Little have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in the proposal to establish billing of an indirect cost rate for fiscal year 2017 (July 1, 2016 to June 30, 2017) are allowable in accordance with the requirements of the Federal and State award(s) to which they apply and 2 Code of Federal Regulations (CFR), Part 200, "Cost Principles", Subpart E, and Appendices V & VII for State, Local, and Indian Tribal Governments. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal and State awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government and the Department will be notified of any accounting changes that would affect the fixed, final, or predetermined rate.

(3) I understand that during the predetermined period, there will be no changes to the ICAP/ICRP calculation methodology used, no changes to our financial management system (i.e. change in processes, or in accounting software), and no substantial changes to our organizational structure and program(s).

(4) I understand that if a rate extension is granted, I may not request a rate review until the extension period ends and that at the end of the extension period, I must re-apply to develop and negotiate a rate.

(5) I understand that the ICAP/ICRP package along with all supporting documentation from which the proposed rates are developed must be retained for audit in accordance with the record retention requirements of the State or Federal agreements for which the indirect rate will be billed or for three years after the fiscal year for which the rate is calculated, whichever is longer.

(6) Additionally, I understand that in accordance with 2 CFR, Part 200, Appendix VII, refunds shall be made if proposals are later found to have included costs that are unallowable as specified by law or regulation, as identified in Subsection 200.420 to this part, or by the terms and conditions of Federal and State award, or are unallowable because they are clearly not allocable to Federal or State awards. These adjustments or refunds will be made regardless of the type of rate negotiated (predetermined, final, fixed or provisional). For rates covering a future fiscal year (i.e. extended rates), the unallowable costs will be removed from the indirect cost pool and the rate appropriately adjusted for all fiscal years covered by the extension.

Attachment C

I acknowledge as a representative of Shasta Regional Transportation Agency that the proper use and application of the indirect rate contained in this indirect cost rate proposal is the responsibility of the Shasta Regional Transportation Agency and such use may be subject to audit by the Department or Federal Highway Administration. Failure to cooperate with an audit can result in the withdrawal of Department acceptance and require immediate reimbursement of previously reimbursed indirect costs.

I declare that the foregoing is true and correct.

Government Unit: Shasta Regional Transportation Agency

Signature: ______________________	Signature: ______________________
Reviewed, Approved and Submitted by:	Prepared by:
Name of Official: ________________	Name of Official: ________________
Title: __________________________	Title: __________________________
Date of Execution: _______________	Telephone No.: ___________________

INDIRECT COST RATE(S) SUBMISSION ACCEPTANCE

The Department has received this ICAP/ICRP and accepts the plan for billing and reimbursement purposes.

____

Signature

Accepted by:

____

NAME

Position: ___________________

Date: ______________________

Phone Number: ______________

ATTACHMENT D:

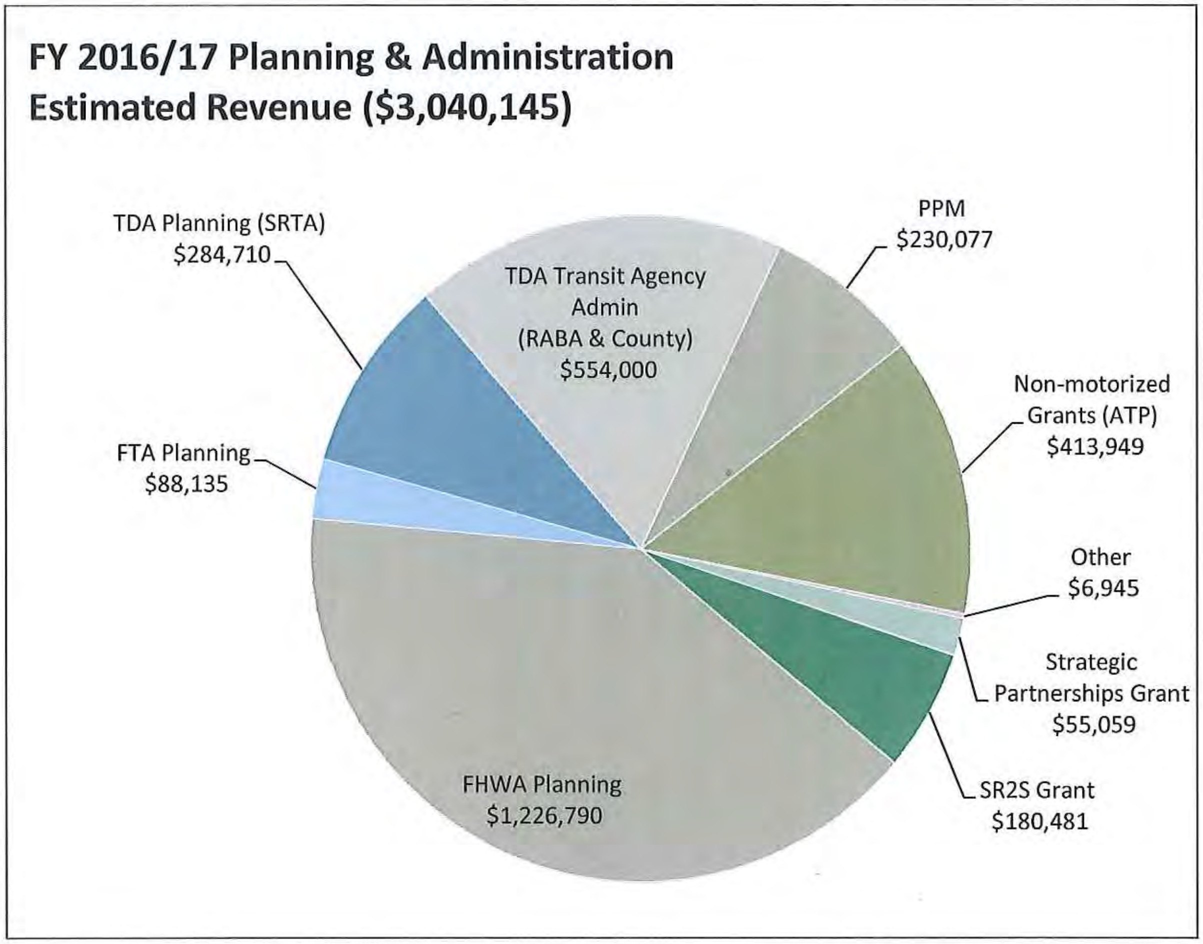
FY 2016/17 REVENUES AND EXPENDITURES SUMMARY CHARTS

Attachment D

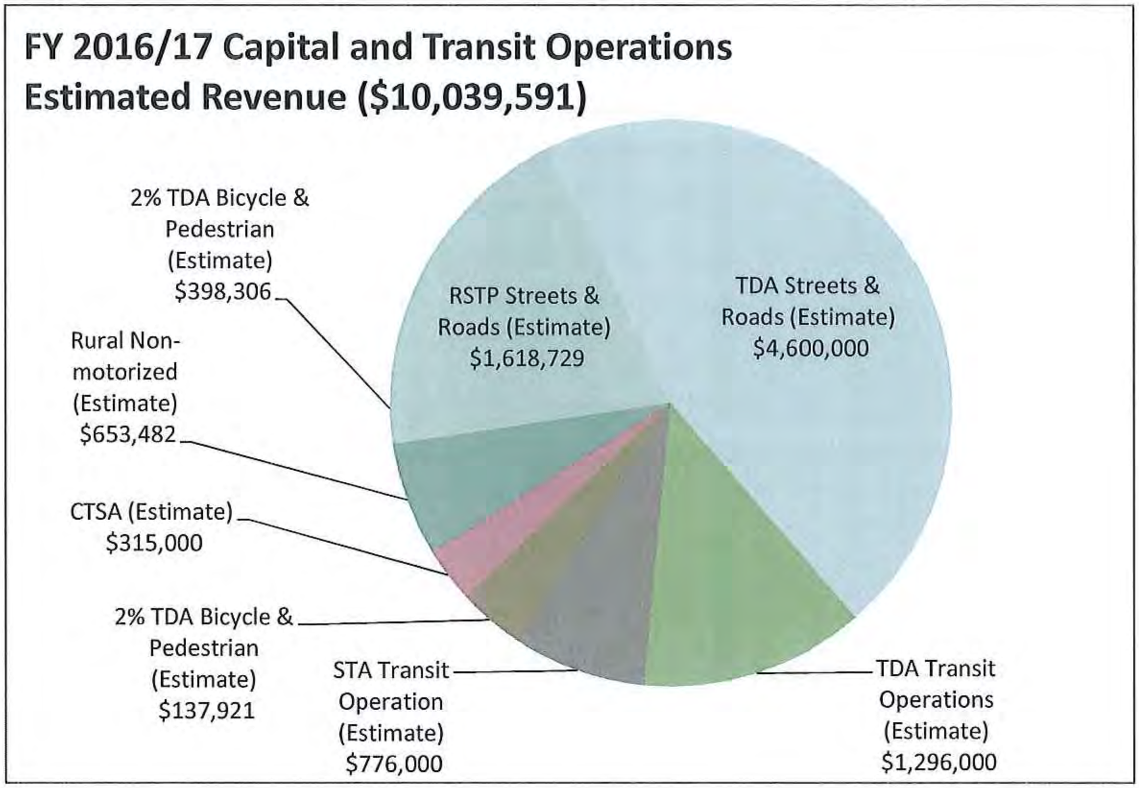
SECTION 4 – BUDGET AND WORK PROGRAM

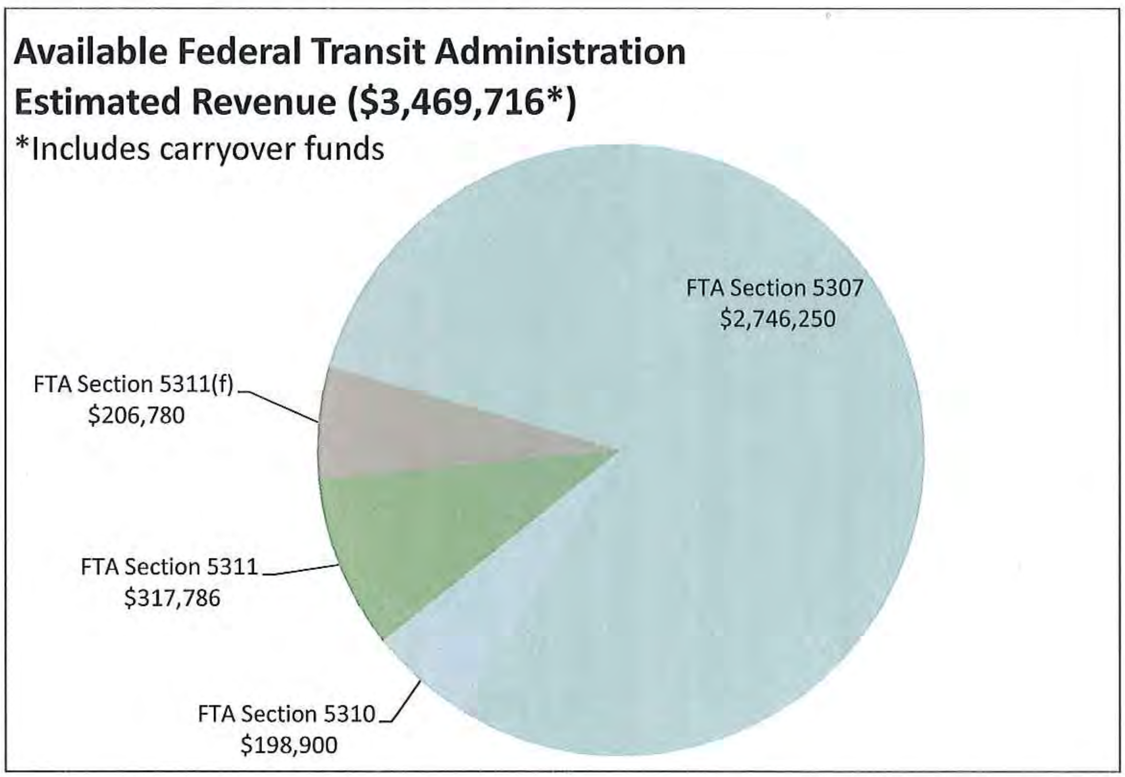
FY 2016/17 BUDGET

The following revenue and expenditures summary charts provide an overview of SRTA's finances, including funds used by RABA and local agency partners for planning and public transportation. Additional detail is provided in the individual work element worksheets that follow.

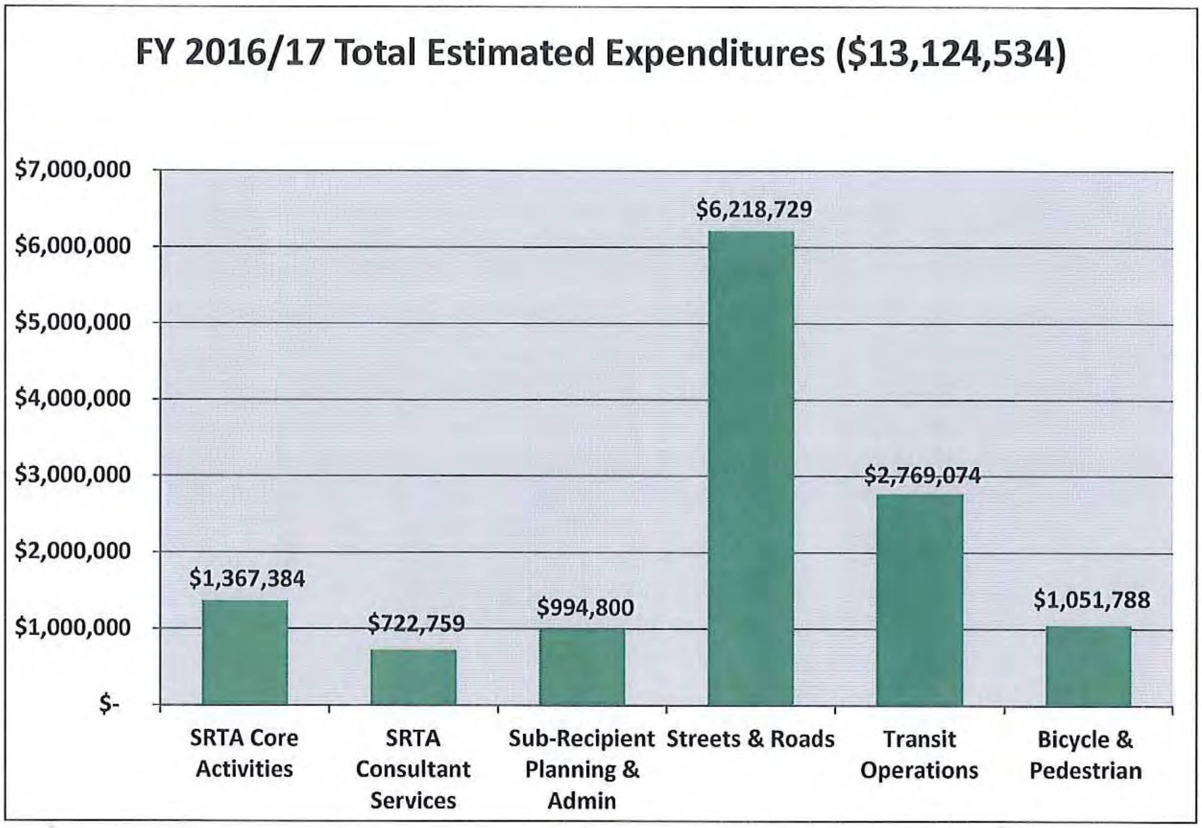


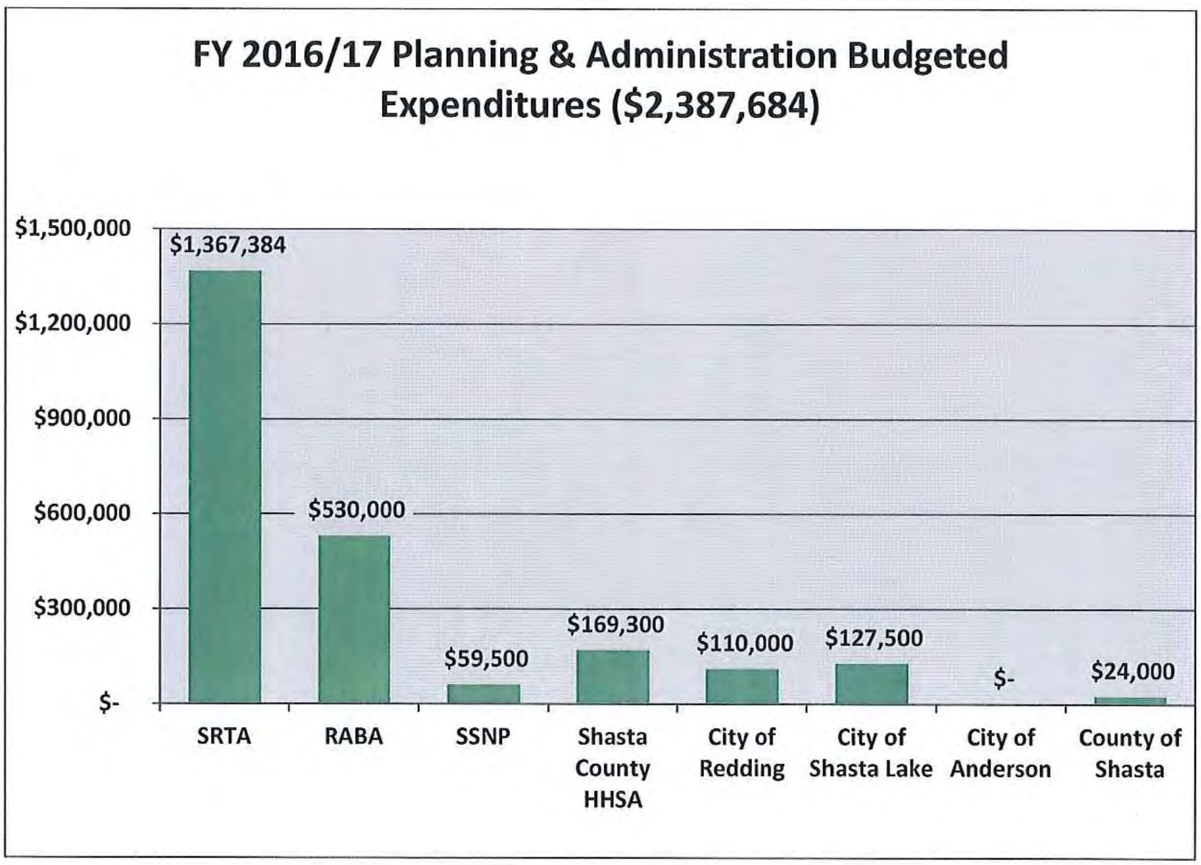
TDA	Transportation Development Act	**SR2S**	Safe Routes to School
FHWA	Federal Highway Administration	**RSTP**	Regional Surface Transportation Program
FTA	Federal Transit Administration	**Prop 84**	The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006
PPM	Planning, Programming & Monitoring		





TDA	Transportation Development Act	**RSTP**	Regional Surface Transportation Program
FTA	Federal Transit Administration	**LCTOP**	Low-Carbon Transit Operations Program


FY 2016/17 Total Estimated Expenditures ($13,124,534)
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$-
$1,367,384
$722,759
$994,800
$6,218,729
$2,769,074
$1,051,788
SRTA Core Activities
SRTA Consultant Services
Sub-Recipient Planning & Admin
Streets & Roads
Transit Operations
Bicycle & Pedestrian


FY 2016/17 Planning & Administration Budgeted Expenditures ($2,387,684)
$1,500,000
$1,200,000
$900,000
$600,000
$300,000
$-
$1,367,384
$530,000
$59,500
$169,300
$110,000
$127,500
$-
$24,000
SRTA
RABA
SSNP
Shasta County HHSA
City of Redding
City of Shasta Lake
City of Anderson
County of Shasta

ATTACHMENT E:

FY 2016/17 OVERALL WORK PROGRAM

AVAILABLE AT:

http://www.srta.ca.gov/DocumentCenter/View/2874

ATTACHMENT F:

FISCAL YEAR 2016/17 OVERALL BUDGET

Attachment F

Shasta Regional Transportation Agency

Overall Budget

July 2016 through June 2017

	Jul '15 - Jun 16
Revenue	
41100 · Federal Highway Administration	1,226,790.00
41300 · Planning, Program. and Monit	230,077.00
41900 · Federal Transit Adm 5303	88,135.00
42100 · Local Transportation Fund	7,459,710.00
42200 · State Transit Assistance Fund	776,000.00
42650 · Exchange Funds	1,618,729.00
42710 · TDA Administration	284,710.00
42725 · Non-Motorized 15-16	393,482.00
42740 · Non- Motorized 14-15	260,000.00
42760 · TDA 2% Bike & Ped 13-14	62,035.00
42762 · TDA 2% Bike & Ped 14-15	133,220.00
42764 · 2% Bike & Ped 15-16	53,051.00
42765· 2% Bike & Ped 16-17	150,000.00
42770 · LCTOP (2014-15)	17,000.00
42780 · LCTOP (2015-16)	182,537.00
42781 · LCTOP (2017-17)	182,537.00
42800 · Safe Routes to Schools	4,300.00
42810 · Safe Routes- ATP Cycle 1	176,181.00
42860 · RCEA	2,000.00
42865- Next Gen Grant	195,040.00
42870-Go Shasta Grant	218,909.00
42910 · Shasta College	2,000.00
42920 · Super Region Fees	2,945.00
42950 · City of Redding-GIS Reimbursement	31,500.00
42953 · City of Anderson-GIS Reimbursement	7,700.00
42955 · City of Shasta Lake- IS Reimbur	7,700.00
42957 · WSRCD-GIS Reimbursement	300.00
42960 · McConnell Foundation	23,100.00
42970 · Caltrans Planning Grant	55,059.00
42980 · CTSA Revenue	315,000.00
43300 · Rental Income	
43310 · Rental Income- Suite 101	51,276.00
43320 · Rental Income- Suite 201	16,800.00
43350 · Vacancy Loss	(3,404.00)
Total 43300 · Rental Income	64,672.00
43400 · LTF Rent Subsidy	0.00
Total Revenue	14,224,419.00

	Jul '15 - Jun 16
Expenditures	
51000 · Personnel	
51000 · Personnel - Other	961,139.00
Total 51000 · Personnel	961,139.00
55000 · Consultants	
55010 · City of Redding on OWP	110,000.00
55015 · City of Shasta Lake on OWP	127,500.00
55060 · Shasta County Mental Health-OWP	4,300.00
55056 · Non-Motor 15-16	393,482.00
55056 · Non-Motor 16-17	260,000.00
55058 · Shasta County Mental Health-ATP	165,000.00
55100 · Civic Plus	4,232.00
55175 · Consultant- 2% B&P 13-14	62,035.00
55175 · Consultant- 2% B&P 14-15	133,220.00
55175 · Consultant- 2% B&P 15-16	53,051.00
55175 · Consultant- 2% B&P 16-17	150,000.00
55205 · Consultant LCTOP 14-15	17,000.00
55210 · Consultant- LCTPO 15-16	182,537.00
55210 · Consultant- LCTPO 16-17	182,537.00
55220 · Geoterra	103,300.00
55225 · New Venture Advisors	55,059.00
55230-SSNP on OWP	59,500.00
55000 · Consultants - Other	504,400.00
Total 55000 · Consultants	2,567,153.00
60250 · Books and Educational materials	1,000.00
60300 · Communication	
60340 · Elevator	946.00
60300 · Communication - Other	8,000.00
Total 60300 · Communication	8,946.00
60350 · Computer Support	
60350 · Computer Support - Other	22,000.00
Total 60350 · Computer Support	22,000.00
60400 · Conferences	3,000.00
60500 · Depreciation	75,058.00
60600 · Dues and Subscriptions	4,500.00
Education and Training	1,000.00
61000 · Insurance	
61600 · Property	4,237.00
61000 · Insurance - Other	7,000.00
Total 61000 · Insurance	11,237.00

	Jul '15 - Jun 16
61670 · Interest	
61675 · Suite 201	4,169.00
61670 · Interest - Other	26,000.00
Total 61670 · Interest	30,169.00
61690 · Licenses	500.00
61700 · Meetings	2,000.00
62000 · Postage	2,000.00
63000 · Professional Services	
63200 · Auditing	7,000.00
63300 · Legal	3,000.00
63400 · Human Resources	0.00
63500 · EAP Services	900.00
63600 · FSA Administration	900.00
66100 · Human Resources-Teamwork	5,200.00
Total 63000 · Professional Services	17,000.00
63900 · Public Notice	0.00
65000 · Repairs and Maintenance	
65100 · Building	6,899.00
65300 · Janitorial	3,096.00
65350 · Copier	2,000.00
65360 · Elevator	1,237.00
65370 · Landscape	2,986.00
65000 · Repairs and Maintenance - Other	0.00
Total 65000 · Repairs and Maintenance	17,118.00
65400 · Security	3,687.00
65450 · Software	6,000.00
65500 · Supplies	
65530 · Small Equipment	6,000.00
65500 · Supplies - Other	149,560.00
Total 65500 · Supplies	155,560.00
65600 · Taxes-Property	5,300.00
67000 · Travel	3,000.00
Total 68000 · Utilities	16,028.00
69000 · Payments to Cities and Counties	
69100 · City of Redding	
69110 · RABA-STA	635,001.00
69120 · Local Transportation Fund	1,290,000.00
69130 · Exchange Funds	1,164,692.00
69470 · LTF for RABA	1,836,000.00
Total 69100 · City of Redding	4,925,693.00
69200 · City of Anderson	
69220 · Local Transportation Fund	350,000.00
69230 · Exchange Funds	132,115.00
69250 · STA Payments	69,297.00
69270 · LTF for RABA	8,000.00
Total 69200 · City of Anderson	559,412.00

	Jul '15 - Jun 16
69300 · City of Shasta Lake	
69320 · Local Transportation Fund	360,000.00
69330 · Exchange Funds	129,436.00
69340 · STA Payments	71,702.00
69370 · LTF for RABA	6,000.00
Total 69300 · City of Shasta Lake	567,138.00
69400 · County of Shasta	
69420 · Local Transportation Funds	2,600,000.00
69430 · Exchange Funds	192,486.00
Total 69400 · County of Shasta	2,792,486.00
Total 69000 · Payments to Cities and Counties	8,844,729.00
69600 · Shasta Snr Nutr. - LTF/TDA	315,000.00
69910 · Payments to SRTA for 2% Bike &	150,000.00
69920 · Payments to SRTA Under TDA	284,710.00
69940 · Non-motorized Payments to SRTA	260,000.00
69950 · Payments to SRTA for CTSA	315,000.00
70000 · Indirect Cost Allocation	
70000 · Indirect Cost Allocation - Other	0.00
Total 70000 · Indirect Cost Allocation	0.00
Total Expenditures	14,082,834.00
Revenue Over (Under) Expenditures	141,585.00
Other Revenue/Expenditures	
Transfers	
80100 · Transfers In	0.00
80200 · Transfers Out	0.00
Total Transfers	0.00
Capital Projects	
90003 · Use of Money and Property	325,185.00
91005 · Construction	(145,000.00)
91006 · Construction Contingency	(14,000.00)
91009 · IT Support	(2,132.00)
Data and Voice Cabling	(1,770.00)
91011 · Equipment	(26,200.00)
91013 · Furniture	(30,000.00)
92001 · Principal Payments	(106,083.00)
Total Capital Projects	0.00
Net Capital Projects	0.00
Net Revenue Over (Under) Expenditures	141,585.00

ATTACHMENT G:

SRTA STAFF ASSIGNMENTS

Attachment G

SHASTA REGIONAL TRANSPORTATION AGENCY STAFF ASSIGNMENTS	
LEAD STAFF	**AREA OF RESPONSIBILITY (Backup Staff)**
Dan Little Executive Director 262-6191 dlittle@srta.ca.gov	Overall Management of All Work Products Human Resources and Staff Development Policy and Administration Local, State and Federal Agency Liason Manage Board of Directors and Technical Advisory Committee Meetings Capital, Operating and Planning Investment Strategies Regional and State Transportation Improvement Program (Kathy Urlie)
Janie Coffman Executive Assistant 262-6193 jcoffman@srta.ca.gov	Administration Board Meetings, Staff Reports (Dan Little) SRTA Website Updates (Keith Williams) Facility Liaison (Sean Tiedgen) Benefits Administrator (Dave Wallace)
Dave Wallace Chief Fiscal Officer 262-6187 dwallace@srta.ca.gov	Fiscal/Accounting (Dan Little) Finance Committee (Dan Little) Payroll (Janie Coffman) Fiscal Policies (Kathy Urlie) Indirect Cost Allocation Plan (Sean Tiedgen) Transportation Development Act and Public Transit Compliance (Dan Little) Staff Training QuickBooks Bill Pay (Dan Little) SRTA Grant Administration (Kathy Urlie) Risk Management/Insurance (Dan Little)
Jenn Pollom Senior Planner 262-6195 jpollom@srta.ca.gov	Intercity Bus Grants (Dan Little) Census Tracking, Reporting, Dissemination (Sean Tiedgen) Geographic Information Systems Applications (Sean Tiedgen) North State Super Region (Dan Little) Federal Transit Administration Grants (FTA, LCTOP, TIRCP, Etc) (Keith W) Far Northern California GIS Group (Sean Tiedgen) Passenger Rail Planning (Dan Little) Next Generation Non-Motorized Study (Dan Wayne)
Sean Tiedgen Senior Planner 262-6185 stiedgen@srta.ca.gov	Regional Modeling Tools (Jenn Pollom and Keith Williams) Regional Transportation Plan (All) Overall Work Program (Dave Wallace/Kathy Urlie) Highway Performance Monitoring System Reporting (Kathy Urlie) Information Technology Liaison (Jenn Pollom) SRTA Building Remodel (Dan Little) "Micro" Transit Studies SSNP and Shasta Lake (Jenn Pollom) Alternative fuel Vehicles and Other GHG Technology (Jenn Pollom) California Environmental Quality Act/Development Review (Dan Little) Performance Measure Reporting and Monitoring (Dan Wayne) Intelligent Transportation Systems Project Studies and Plans (Dan Wayne)
Kathy Urlie Senior Planner 262-6194 kurlie@srta.ca.gov	Federal Transportation Improvement Program (Jenn Pollom) Subrecipient Cooperative Agreements (Dave Wallace/Sean Tiedgen) Tribal Governments Liaison (Dan Little) Shasta Coordinated Transportation Plan (Keith Williams) Need A Ride Brochure Update (Keith Williams) TIGER Grants (Dan Little) CTSA Administration (Dave Wallace) Disadvantaged Business Enterprise Program (Dave Wallace) Procurement Administration and Policy (Dave Wallace)
Dan Wayne Senior Planner 262-6186 dwayne@srta.ca.gov	AHSC Grants (Dan Little) Food Hub Project (Sean Teidgen) Freight Planning (Sean Tiedgen) Draft Board of Directors and Technical Advisory Committee Materials Air Quality Monitoring (Sean Tiedgen) SRTA Non-Motorized Program (Jenn Pollom) SRTA Overview Update (Jenn Pollom) Redding and Shasta Lake Corridor Studies (Jenn Pollom)
Keith Williams Associate Planner 262-6192 kwilliams@srta.ca.gov	GoShasta Plan (Dan Wayne) SRTA Website Maintenance (Sean Tiedgen) Social Services Transportation Advisory Council (Kathy Urlie) Transit Needs Assessment and Transit Planning Not Otherwise Specified (Jenn Pollom) Maintain Social Media (Dan Little) Administration of Safe Routes to Schools (Dave Wallace) Public Participation and Title VI Plan (Dan Wayne) Grant Opportunity Tracking/Notifications (Jenn Pollom)

ATTACHMENT H:

FIVE-YEAR SRTA DISCRETIONARY GRANTS HISTORY

Attachment H

FIVE-YEAR SRTA DISCRETIONARY GRANT HISTORY (By Year Approved)

Grant	Description	SRTA Staff Hours to Prepare	SRTA Staff Hours for Implementing if Approved or Pending	Lead Staff	Grant Request	Actual $ Benefit to Region to Date	Pending Applications Benefit to Region	Successful?	Grant Program to Continue on Annual Cycle
2011/12									
North State Transportation for Economic	Assess potential economic impact of transportation investments	50	250	DW	$ 225,000	$ 225,000		Yes	
Community-Based Transportation Planning	Downtown Redding Specific Plan & Infill/Redevelopment Catalyst	30		DW	$ 300,000			No	
CMIA Deschutes Interchange	Add NB off-ramp and round-a-bout Deschutes/I-5	50	10	DL	$ 6,000,000	$ 6,000,000		Yes	
Total		**130**	**260**		**$ 6,525,000**	**$ 6,225,000**			
2012/13									
Cal Fire Urban Forestry	Tree plantings in Redding (Turtle Bay) and Anderson (Rhonda Rd Class IV trail)	15	60	DW	$ 30,000	$ 30,000		Yes	
SCS Non-motorized Activity Analysis Project	Conduct bicycle and pedestrian counts at various locations and survey trip purposes	60		ST	$ 361,000			No	
Total		**75**	**60**		**$ 391,000**	**$ 30,000**			
2013/14									
TIGER VI	Interstate 5 / Union Pacific Disconnect Project at UPRR Overcrossing	100		KU	$ 12,760,000			No	
Prop. 84 Round 2	SCS development, CSL GP update, COR development capacity assessment, FarNorCalGIS, infill and redevelopment incentive program	80	300	DW	$ 528,570	$ 528,570		Yes	
SRTA Non-Motorized Projects	Match and Other Funds for Local Agency Bike and Ped Projects	50	50	JP	$ 520,000	$ 520,000		Yes	
Total		**230**	**350**		**$ 13,808,570**	**$ 1,048,570**			
2014/15									
TIGER VII	Interstate 5 / Union Pacific Disconnect Project at UPRR Overcrossing	75		KU	$ 12,760,000			No	
Go Shasta ATP (R1)	Unified Bike Plan Instead of Four Required Individual Plans by Cities and County	200		KW	$ 350,000			No	
5311(f)	Burney Express Operating Subsidy	30	40	JP	$ 180,000	$ 180,000		Yes	
5311(f)	Intercity Bus Study	40	120	JP	$ 30,000	$ 30,000		Yes	
LCTOP	Operating Subsidy for RABA	40	80	JP	$ 320,000	$ 320,000		Yes	
SRTA Non-Motorized Projects	SRTA Programs funds leveraged several millions of Dollars in ATP Grants	50	60	JP	$ 520,000	$ 4,000,000		Yes	
5311 Call for Projects	New Mandate for SRTA to Administer Grant and Call to Projects	60	60	JP	$ 340,000	$ 340,000		Yes	
OWP Call for Projects	Funded Grants Assistance for due to lack of staff time	80	300	DW	$ 90,000	$ 90,000		Yes	
Total		**575**	**660**		**$ 14,590,000**	**$ 4,960,000**			
2015/16									
TIGER VIII	Interstate 5 Redding to Anderson Six-Lane Project	75	40	KU	$ 60,000,000		$ 60,000,000	Unlikely	Yes
Go Shasta ATP (R2)	Region-Wide Non-Motorized Plan	120	900	KW	$ 250,000	$ 250,000		Yes	Yes
FAST Lane*	Interstate 5 Redding to Anderson Six-Lane Project	200	50	DL	$ 60,000,000		$ 60,000,000	Unlikely	Yes
TIRCP*	Intercity Bus Service to Sacramento	250	600	JP	$ 20,000,000		$ 20,000,000	Likely	Yes
5311(f)	Burney Express Operating Subsidy	30	40	JP	$ 180,000		$ 180,000	Likely	Yes
LCTOP	Operating Subsidy for RABA	40	100	JP	$ 500,000	$ 500,000		Yes	Yes
AHSC*	1551 Market Street, complete streets, non-motorized connections	400	200	DW	$ 20,000,000		$ 20,000,000	Likely	Yes
Caltrans Strategic Partnerships	Food Hub Feasibility Study and Demonstration Project	80	300	DW	$ 125,000	$ 125,000		Yes	Yes
Sustainable Freight Pilot Project Idea	Food Hub capital start-up costs (exact financial award TBD- Could be substantial)	40	300	DW	$ 2,000,000		$ 2,000,000	Finalist	Yes
NextGen of Non-Motorized Projects	Preliminary Design for Local Agency Bike and Pedestrian Projects	100	700	JP	$ 500,000		$ 500,000	Likely	Yes
SRTA Non-Motorized Projects	SRTA Program to Leverage Grant Funds	50	60	JP	$ 400,000	$ 400,000		Yes	Yes
5311 Call for Projects	New Mandate for SRTA to Administer Grant and Call to Projects	60	60	JP	$ 340,000	$ 340,000		Yes	Yes
OWP Call for Projects	Fund various projects that implement the 2015 RTP/SCS	80	300	ST	$ 382,000	$ 382,000		Yes	Yes
SHOPP Asset Management Program	Competitive Matching Funds for I-5 Widening	100	60	DL	$ 15,500,000	$ 15,500,000		yes	Yes
Total		**1625**	**3710**		**$ 180,177,000**	**$ 17,497,000**	**$ 162,680,000**		

An Asterisk (*) Denotes Consultant Help Needed to Complete Grant

ATTACHMENT I:

SRTA NEW DUTIES AND MANDATES

Attachment I

NEW SRTA DUTIES AND MANDATES OVER LAST THREE YEARS

TASK	New State or Federal Program/ Mandate?	Optional Program to Assist Partner Agencies	New Fund Source Provided (Grants, Revenue Transfers?	Est. Staff Hours Per 2016/17
SRTA Now Performs The TDA-Mandated Transit Coordination Function Recently Transferred From SSNP To SRTA.				150
SRTA Now Conducts Many Studies On Behalf Of RABA Such As Technology Study, Intercity Bus, And Future Long And Short Range Transit Plans. FTA 5303, 5311f, 5339 Grant Funds				140
SRTA Now Assists Local Agencies To Prepare ATP Grants And Creation Of Regional Non-Motorized Plan (GoShasta). Cities And County No Longer Have To Maintain Individual Bike Plans. ATP Grant				800
SRTA Has Now Been Required By Caltrans To Directly Administer Safe Routes To School Grants On Behalf Of Shasta County Health And Human Services Agency.				50
The New Low Carbon Transit Operations Program (LCTOP) Administered By SRTA Instead Of RABA. Includes Monitoring And Reporting. LCTOP Grant Funds				120
SRTA Now Applies For And Administers FTA 5311(F) Program. SRTA Allocates These Funds To County Operations Freeing Up Substantial Funds To Streets And Roads To All Partner Agencies.				120
SRTA Now Uses FTA 5311(F) Funds As Grant Source For Special Studies Such As Transit Coordination And Intercity Transit. SRTA Is Also Interested In Further Researching 5311(C) Tribal Transit Program And Supporting Tribes In Meeting Transit Needs – FTA Grant Funds				120
SRTA Now Administers Its Own Non-Motorized Grant Program That Helps Leverage State And Federal Grants – LTF Funds				120
SRTA Now Assists The Cities And County To Development A Shelf Of Non-Motorized Projects With Engineering And Survey Support To Be Grant-Ready – Caltrans Planning Grant				650
SRTA Now Agreed To More Frequent Updates Of The Regional Transportation Plan To Cut The Frequency Of The Four Housing Element Updates Of The Cities And County In Half.				250
SRTA Now Prepares And Monitors A Sustainable Communities Strategy And Must Meet CARB Greenhouse Gas Reduction Targets, And Model Outcomes Each Time Targets Are Revisited. The Regional Transportation Plan Now Requires More Regional Coordination With Nearby MPOs, Caltrans, And CARB; Including New Mandates Associated With SB 375.				80
SRTA Now Conducts The Regional Highway Performance Monitoring System Which Will Replace Individual Mandates On Cities And County. Performance Measures Are Now A Required Funding Tool Under The New Transportation Authorization Act.				100
In Partnership With Shasta College And Others, SRTA Now Manages The "FarNorcal GIS" To Develop Standards And Harbor GIS Resources For Use By Multiples Agencies. Aerial Imagery Procurement Is A Recent Example.				40
SRTA Now Owns Its Building And Manages Construction, Repairs, Tenants, Maintenance, Financing And Administration.			Prorated to Grants	208
SRTA Now Coordinates Plug-In Electric Vehicle Grants And Infrastructure. – Various Grants (CARB, CEC, Caltrans)				250
SRTA Is Now Required To Develop An Intelligent Transportation System. For Efficiency, SRTA Is Now Collaborating With The North State Super Region On This Effort.				190
Federal Title VI Planning Now Applies To MPOs To Ensure That SRTA Provides Equal Opportunities For Public Participation Regardless Of Race, Ethnicity, Etc. SRTA Now Prepares, Maintains And Implements A Title VI Plan.				40
SRTA Is Now Doing Procurements On Behalf Of Local Agencies For Infill And Redevelopment Incentive Programs. Recent Examples Include The K-2/Redding Project, Production Of A KIXE Program And Design Graphics To Support The Downtown Redding Circulation Plan, And The North State Food Hub Project.				100
SRTA Now Runs A More Robust Pubic Participation Program With Enhanced Web Access, Social Media And Public Surveying Tools.				208
SRTA Now Conducts A More Robust Annual Transit Needs Assessment Process And New Trial Services Are Being Implemented For The First Time In Decades. The Process Includes More Public Outreach And A More Meaningful Role For The SSTAC (Per Audit Findings).				200
SRTA Now Runs A More Structured Program For The Pass Thru Of Agency Funds With Detailed Agreements And Reporting Requirements (Per Audit Findings).				40
SRTA Now Actively Manages And Monitors CTSA Transit Services Through SSNP, Including A New Agreement, Performance Standards, And Quarterly Reporting (Per Audit Findings).				120
TOTAL 2016/17 OWP HOURS FOR NEW DUTIES AND MANDATES				4096

ATTACHMENT J:

SALARY COMPARISON

ATTACHMENT J: 2015-16 COMPENSATION COMPARISON (WITH BENEFITS)

Agency	Assistant Planner						Associate Planner						Senior Planner					
	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp. (excludes payroll taxes)	% Over SRTA	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp. (excludes payroll taxes)	% Over SRTA	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp. (excludes payroll taxes)	% Over SRTA
Butte CAG	$ 58,320	$ 4,082	$ 796	$ 1,272	$ 64,470	-4%	$ 64,296	$ 4,501	$ 796	$ 1,272	$ 70,865	-8%	$ 82,056	$ 5,744	$ 796	$ 1,272	$ 89,868	-12%
Humboldt CAOG	no comparable					n/a	$ 75,829	$ 5,308	$ 796	$ 1,272	$ 83,205	8%	$ 80,909	$ 5,664	$ 796	$ 1,272	$ 88,641	-13%
Placer TPA	$77,676	$ 5,437	$ 796	$ 1,272	$ 85,181	27%	$ 93,096	$ 6,517	$ 796	$ 1,272	$ 101,681	31%	$ 112,752	$ 7,893	$ 796	$ 1,272	$ 122,713	20%
El Dorado CTC	$65,188	$ 2,608	$ 796	$ 1,272	$ 69,864	4%	$ 75,183	$ 3,007	$ 796	$ 1,272	$ 80,258	4%	$ 87,513	$ 3,501	$ 796	$ 1,272	$ 93,082	-9%
Merced CAG	$ 69,202	$ 10,380	$ 796	$ 1,272	$ 81,650	22%	$ 76,294	$ 11,444	$ 796	$ 1,272	$ 89,806	16%	$ 84,115	$ 12,617	$ 796	$ 1,272	$ 98,800	-3%
Kings CAG	$ 58,284	$ 4,080	$ 796	$ 430	$ 63,590	-5%	$ 74,772	$ 5,234	$ 796	$ 430	$ 81,232	5%	$ 83,424	$ 5,840	$ 796	$ 430	$ 90,490	-11%
Madera CTC	no comparable					n/a	no comparable					n/a	no comparable					n/a
Tulare COG	$ 65,804	$ 4,606	$ 600	$ 528	$ 71,538	7%	$ 74,031	$ 5,182	$ 600	$ 528	$ 80,341	4%	$ 84,845	$ 5,939	$ 600	$ 528	$ 91,912	-10%
SRTA	**$ 65,770**	**$ -**	**$ 676**	**$ 524**	**$ 66,970**		**$ 76,128**	**$ -**	**$ 676**	**$ 524**	**$ 77,328**		**$ 101,026**	**$ -**	**$ 676**	**$ 524**	**$ 102,226**	
Average maximum salary:	$ 65,746	$ 5,199	n/a		$ 72,716	**9%**	$ 76,214	$ 5,885	n/a		$ 83,913	**9%**	$ 87,945	$ 6,742	n/a		$ 96,501	**-6%**

Local Comparison

Agency	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp.	% Over SRTA	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp.	% Over SRTA	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp.	% Over SRTA
Redding	$ 75,888	$ 5,312	$ 796	$ 1,272	$ 83,268	24%	$ 91,464	$ 6,402	$ 796	$ 1,272	$ 99,934	29%	$ 101,592	$ 7,111	$ 796	$ 1,272	$ 110,771	8%
Shasta County	$ 54,120	$ -	$ 796	$ 430	$ 55,346	-17%	$ 62,652	$ -	$ 796	$ 430	$ 63,878	-17%	$ 83,160	$ -	$ 796	$ 430	$ 84,386	-17%
COR/County Avg.	$ 65,004	$ 2,656	$ 796	$ 851	$ 69,307	3%	$ 77,058	$ 3,201	$ 796	$ 851	$ 81,906	6%	$ 92,376	$ 3,556	$ 796	$ 851	$ 97,579	-5%

Agency	Executive Assistant						Chief Financial Officer					
	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp. (excludes payroll taxes)	% Over SRTA	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp. (excludes payroll taxes)	% Over SRTA
Butte CAG	$ 46,992	$ 3,289	$ 796	$ 1,272	$ 52,349	1%	$ 82,056	$ 5,744	$ 796	$ 1,272	$ 89,868	-12%
Humboldt CAOG	$ 52,165	$ 3,652	$ 796	$ 1,272	$ 57,885	11%	no comparable					n/a
Placer TPA	$ 94,812	$ 6,637	$ 796	$ 1,272	$ 103,517	99%	$ 112,164	$ 7,851	$ 796	$ 1,272	$ 122,083	19%
El Dorado CTC	$ 58,359	$ 2,334	$ 796	$ 1,272	$ 62,761	21%	$ 82,752	$ 3,310	$ 796	$ 1,272	$ 88,130	-14%
Merced CAG	$ 51,646	$ 7,747	$ 796	$ 1,272	$ 61,461	18%	$ 118,352	$ 17,753	$ 796	$ 1,272	$ 138,173	35%
Kings CAG	$ 46,824	$ 3,278	$ 796	$ 430	$ 51,328	-1%	no comparable					n/a
Madera CTC	$ 48,429	$ 7,264	$ 796	$ 1,272	$ 57,761	11%	$ 101,646	$ 15,247	$ 796	$ 1,272	$ 118,961	16%
Tulare COG	no comparable					n/a	$ 92,198	$ 6,454	$ 600	$ 528	$ 99,780	-2%
SRTA	**$ 50,773**	**$ -**	**$ 676**	**$ 524**	**$ 51,973**		**$ 101,026**	**$ -**	**$ 676**	**$ 524**	**$ 102,226**	
Avg. Max. Salary	**$ 57,032**	**$ 4,886**	**n/a**		**$ 63,866**	**23%**	**$ 98,195**	**$ 9,393**	**n/a**		**$ 109,499**	**7%**

Local Comparison

Agency	Salary (max)	CalPERS or Alternative	Employer Paid Medical (employee only)	Additional Employer Paid Medical if Full Family	Total Comp.	% Over SRTA	Chief Financial Officer
Redding	$ 53,747	$ 3,762	$ 796	$ 1,272	$ 59,577	15%	no comparable
Shasta County	$ 44,532	$ -	$ 796	$ 430	$ 45,758	-12%	no comparable
COR/County Avg.:	$ 49,140	$ 1,881	$ 796	$ 851	$ 52,668	1%	no comparable

**** SRTA maximum salary includes 5% longevity pay and up to 5% performance pay not in effect for all employees or for new hires.

ATTACHMENT K:

CALTRANS COMMENTS ON DRAFT FY 2016/17 OWP

Attachment K

STATE OF CALIFORNIA - CALIFORNIA STATE TRANSPORTATION AGENCY **Edmund G. Brown Jr, Governor**

DEPARTMENT OF TRANSPORTATION
OFFICE OF COMMUNITY PLANNING
1657 RIVERSIDE DRIVE
P. O. BOX 496073
REDDING, CA 96049-6073
PHONE (530) 229-0517
FAX (530) 225-3020

Flex your power!
Be energy efficient!

April 4, 2016

Dan Little, Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Dear Mr. Little:

Thank you for the opportunity to review the Shasta Regional Transportation Agency's (SRTA's) Draft Overall Work Program (OWP). Based on our review, Caltrans offers the following comments, suggestions, and questions for your consideration in the attachment.

If you have any questions or comments regarding this matter, please contact your Regional Planning Liaison, Aaron Casas at (530) 225-4732.

Sincerely,

Kelly M Zelotoff

for KATHY GRAH, Chief
Community and Regional Planning, District 2

Enclosure

General Comments:

Please add the new Federal Planning Factors from the FAST Act. 1. Improve the resiliency and reliability of the transportation system. 2. Reduce or mitigate storm water impacts of surface transportation. 3. Enhance travel and tourism and show where they are addressed in the OWP Work Element.

Documented Consultation procedures for FLMAs: The Federal Planning regulations (23 CFR 450.316(e)) requires SRTA to develop a documented process(es) that outlines the roles, responsibilities, and key decision points for consulting with Indian Tribal governments and Federal Land management agencies. We commend SRTA for its previous development of documented procedures for consultation with Indian Tribal governments, however, based on our review, it does not appear that SRTA has yet developed documented procedures for consultation with Federal Land Management Agencies. In the event a documented process for consultation with FLMA's has not been developed, we recommend that the work to develop the documented process for consulting with FLMA's be included in the 2016/17 OWP.

Self-Certification: Caltrans HQ and FHWA/FTA have recently (2016) updated the self-certification template for the MPO/State self-certification required by 23 CFR 450.334 and accomplished as part of the OWP approval process. Among other changes, the updated template reflects the passage of the FAST act in 2015. We recommend SRTA use the most recent self-certification template in the Final OWP. Use of the updated template is intended to help assure timely approval of the 2017 FSTIP, which relies on the MPO and State self-certifications.

Non-CPG Grant applications and Grant Administration: We note the draft OWP includes work elements supported with federal CPG funding that include work to prepare grant applications and the administration of non-CPG funds (e.g. WE 707.03, 706.02 and 706.06). We remind SRTA that the work to prepare applications for grant funding (other than CPG Funds), and the work to administer non-CPG funds, are not eligible for FHWA or FTA planning program funds.

Specific Work Element Comments:

Work Element 701.01 – Tasks 2.3 and 2.4: Non-planning related application development and assistance are ineligible activities. The review of applications and programming of funds as it relates to the TIP process are eligible planning activities. Please ensure that activities funded with CPG funds are allowable.

Work Element 707.03 and 706.02 – Task 2.1 and 2.3: The ***implementation*** of a study or plan is an ineligible activity. Please revise this task and/or indicate the funding source in the final OWP.

Work Element 706.02 – Task 2.4 Staff time and participating in the California Association for Coordinated Transportation workshop is ineligible if planning activities are not segregated. Please ensure that planning activities are segregated and/or indicate the funding source for this activity in the final OWP.

Work Element 706.06 and 707.03 – The tasks in these work elements mention several grant programs. Non-planning related applications development and assistance are ineligible activities. The review of applications and programming of funds as it relates to the TIP process are eligible planning activities. Please ensure that activities funded with CPG funds are allowable.

Work Element 707.03 – Task 4.2: The ***implementation*** of a study or plan is an ineligible activity. Please revise this task and/or indicate the funding source in the final OWP.

MEETING HANDOUT

FY 2016/17 Overall Work Program

SRTA Board of Directors meeting

April 26, 2016

OWP Timeline

November	OWP coordination meeting with state and federal partners
December	Establish regional planning priorities for the upcoming year
December - January	Call for local agency planning projects based on regional planning priorities
February	Review draft OWP Work Element worksheets & local agency planning project requests
April	**Approve final draft OWP**
May - June	Sub-recipient cooperative agreements executed

Recommendations

1. Approve the Human Resources Committee recommendation and adopt Resolution 16-07 which approves salary increases of 3% in FY 2016/17; 3% FY 2017/18; and 3% in FY 2018/19 to all classifications [Attachment A] ;
2. Adopt the FY 2016/17 OWP pursuant to Resolution 16-06 [Attachment B];
3. Authorize the chair and executive director to sign the Indirect Cost Allocation Plan Submission Certificate [Attachment C];
4. Authorize the executive director to sign the Overall Work Program Agreement and certifications and assurances that all OWP requirements have been met; and
5. Approve the corresponding FY 2016/17 comprehensive agency budget of $14,408,019 [Attachment F]

What is the OWP?

Core Activities,
Regional Planning
Priorities,
State/federal priorities

Work Element #1

- Budget
- Narrative
- Scope of work

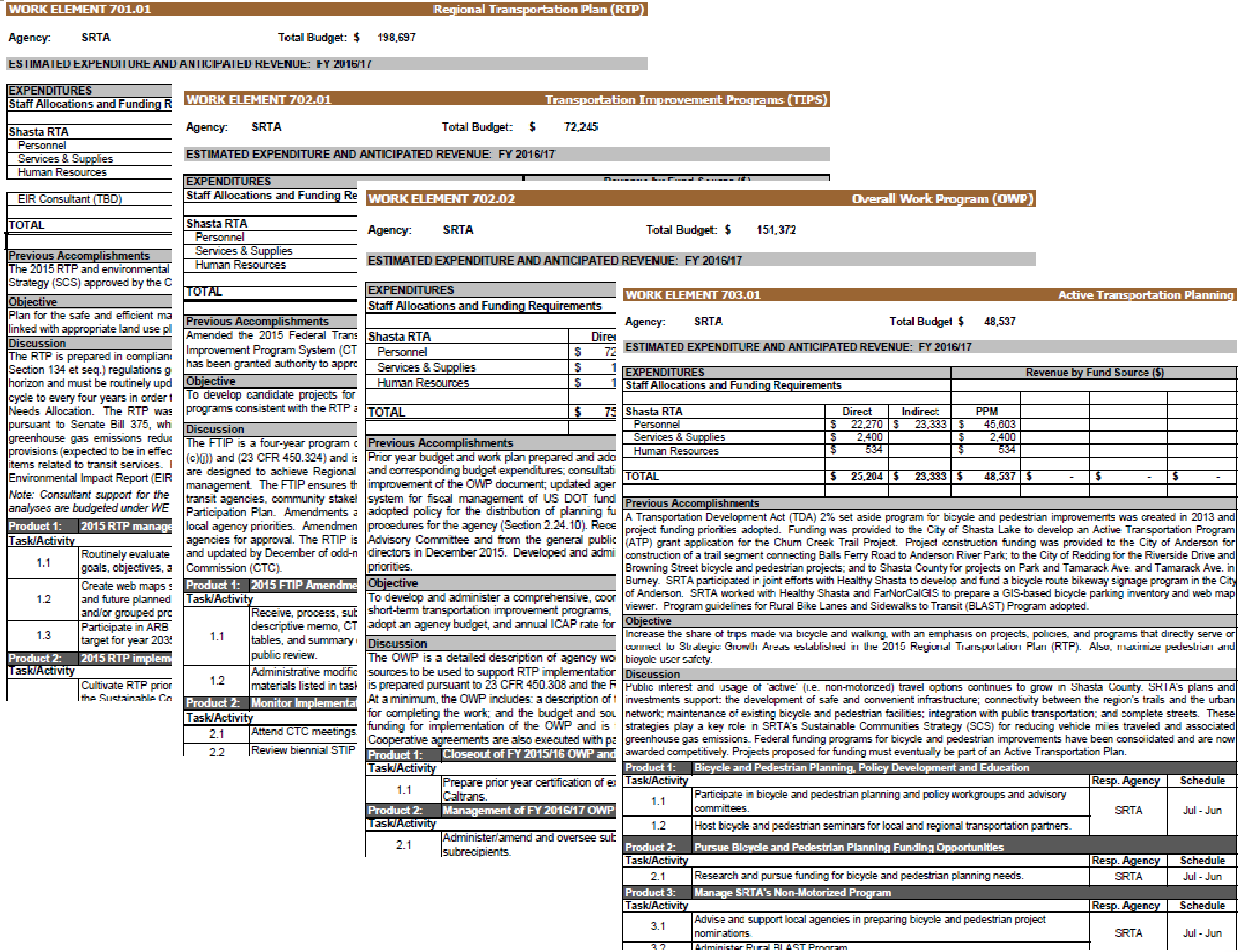
Work Element #2

- Budget
- Narrative
- Scope of work

Work Element #3

- Budget
- Narrative
- Scope of work

Example of OWP Worksheets



WORK ELEMENT 701.01 — **Regional Transportation Plan (RTP)**

Agency: SRTA — Total Budget: $ 198,697

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

WORK ELEMENT 702.01 — **Transportation Improvement Programs (TIPS)**

Agency: SRTA — Total Budget: $ 72,245

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

WORK ELEMENT 702.02 — **Overall Work Program (OWP)**

Agency: SRTA — Total Budget: $ 151,372

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

WORK ELEMENT 703.01 — **Active Transportation Planning**

Agency: SRTA — Total Budget $ 48,537

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source ($)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	PPM			
Personnel	$ 22,270	$ 23,333	$ 45,603			
Services & Supplies	$ 2,400		$ 2,400			
Human Resources	$ 534		$ 534			
TOTAL	$ 25,204	$ 23,333	$ 48,537	$ -	$ -	$ -

Previous Accomplishments

A Transportation Development Act (TDA) 2% set aside program for bicycle and pedestrian improvements was created in 2013 and project funding priorities adopted. Funding was provided to the City of Shasta Lake to develop an Active Transportation Program (ATP) grant application for the Churn Creek Trail Project. Project construction funding was provided to the City of Anderson for construction of a trail segment connecting Balls Ferry Road to Anderson River Park; to the City of Redding for the Riverside Drive and Browning Street bicycle and pedestrian projects; and to Shasta County for projects on Park and Tamarack Ave. and Tamarack Ave. in Burney. SRTA participated in joint efforts with Healthy Shasta to develop and fund a bicycle route bikeway signage program in the City of Anderson. SRTA worked with Healthy Shasta and FarNorCalGIS to prepare a GIS-based bicycle parking inventory and web map viewer. Program guidelines for Rural Bike Lanes and Sidewalks to Transit (BLAST) Program adopted.

Objective

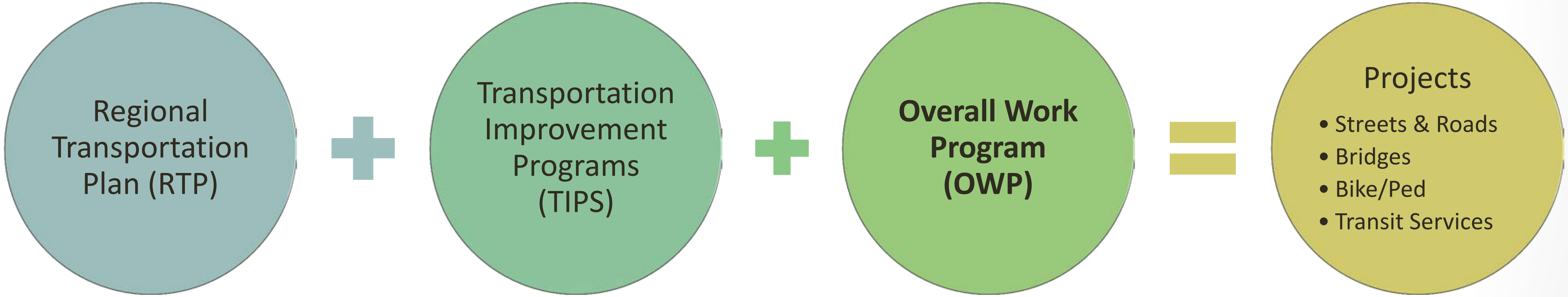
Increase the share of trips made via bicycle and walking, with an emphasis on projects, policies, and programs that directly serve or connect to Strategic Growth Areas established in the 2015 Regional Transportation Plan (RTP). Also, maximize pedestrian and bicycle-user safety.

Discussion

Public interest and usage of 'active' (i.e. non-motorized) travel options continues to grow in Shasta County. SRTA's plans and investments support: the development of safe and convenient infrastructure; connectivity between the region's trails and the urban network; maintenance of existing bicycle and pedestrian facilities; integration with public transportation; and complete streets. These strategies play a key role in SRTA's Sustainable Communities Strategy (SCS) for reducing vehicle miles traveled and associated greenhouse gas emissions. Federal funding programs for bicycle and pedestrian improvements have been consolidated and are now awarded competitively. Projects proposed for funding must eventually be part of an Active Transportation Plan.

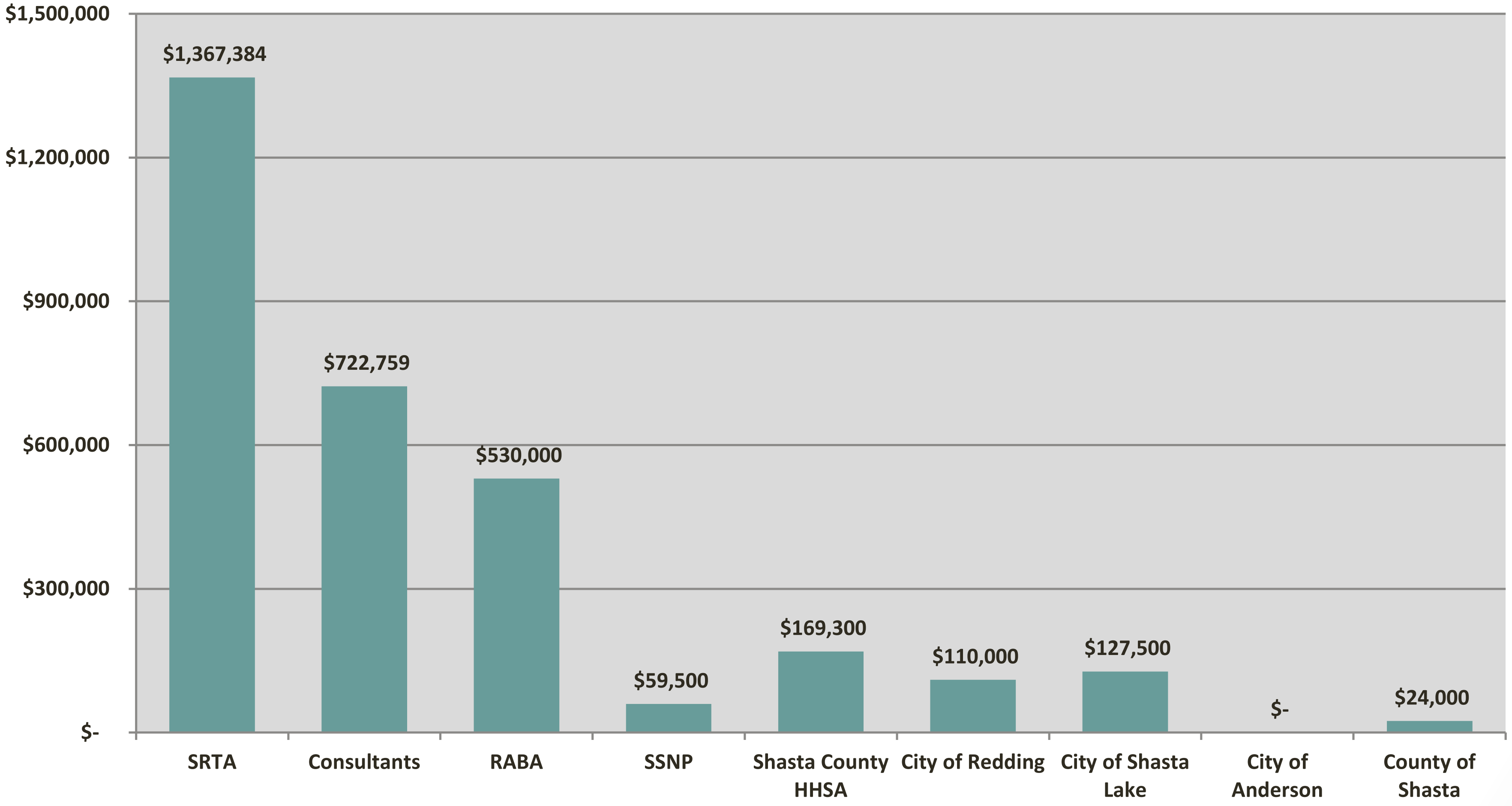
Product 1:	Bicycle and Pedestrian Planning, Policy Development and Education		
Task/Activity		Resp. Agency	Schedule
1.1	Participate in bicycle and pedestrian planning and policy workgroups and advisory committees.	SRTA	Jul - Jun
1.2	Host bicycle and pedestrian seminars for local and regional transportation partners.		
Product 2:	**Pursue Bicycle and Pedestrian Planning Funding Opportunities**		
Task/Activity		Resp. Agency	Schedule
2.1	Research and pursue funding for bicycle and pedestrian planning needs.	SRTA	Jul - Jun
Product 3:	**Manage SRTA's Non-Motorized Program**		
Task/Activity		Resp. Agency	Schedule
3.1	Advise and support local agencies in preparing bicycle and pedestrian project nominations.	SRTA	Jul - Jun
3.2	Administer Rural BLAST Program		

Transportation Planning Process

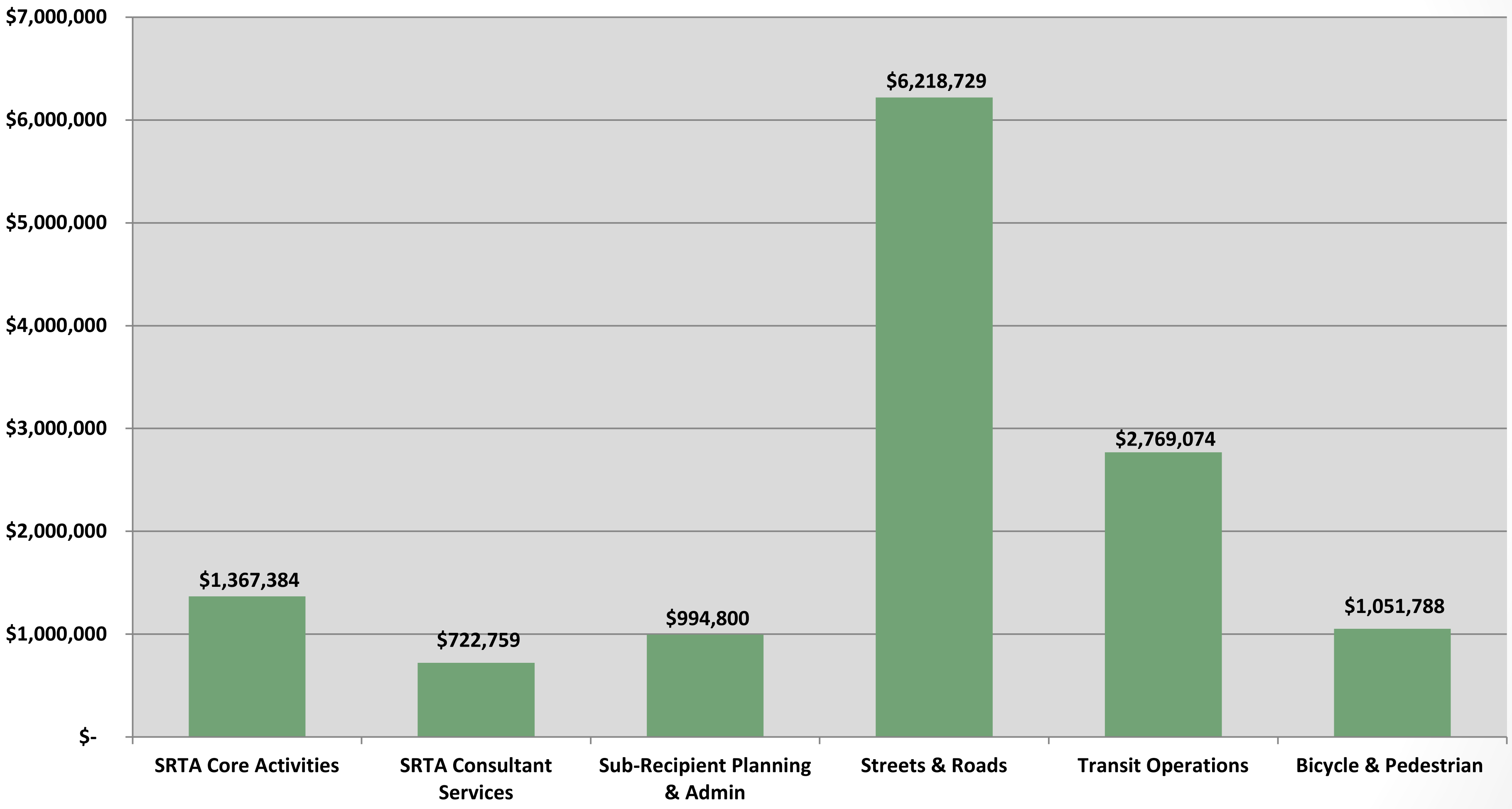


FY 2016/17 OWP Budget

FY 2016/17 Planning & Administration Budgeted Expenditures ($3,110,445)



FY 2016/17 Total Estimated Expenditures ($13,124,534)



Recommendations

1. Approve the Human Resources Committee recommendation and adopt Resolution 16-07 which approves salary increases of 3% in FY 2016/17; 3% FY 2017/18; and 3% in FY 2018/19 to all classifications [Attachment A] ;
2. Adopt the FY 2016/17 OWP pursuant to Resolution 16-06 [Attachment B];
3. Authorize the chair and executive director to sign the Indirect Cost Allocation Plan Submission Certificate [Attachment C];
4. Authorize the executive director to sign the Overall Work Program Agreement and certifications and assurances that all OWP requirements have been met; and
5. Approve the corresponding FY 2016/17 comprehensive agency budget of $14,408,019 [Attachment F]

Questions?