

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Adopt the 2009/10 Overall Work Program (OWP)	04/28/09	8

RECOMMENDATION

It is recommended that the Board:

1. Hold a public hearing to take testimony on the proposed 2009/10 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. 09-04, certifying compliance with Federal Joint Urban Transportation Planning regulations; and
5. Adopt the 2009/10 Overall Work Program.

SUMMARY

The 2009/10 OWP is the RTPA's annual work program and budget. Adoption of the OWP requires certifications that tasks are performed consistent with federal requirements (OWP pages 3-9).

DISCUSSION

State and federal regulations governing the metropolitan transportation planning process require the development of an annual work program and budget. Federal law requires that the OWP contain compliance certifications, including a statement that none of the funds received are used for lobbying purposes. The 2009/10 OWP has been reviewed by the funding agencies and comments have been included in the final document.

The OWP defines the tasks to be accomplished, funding requirements, and the responsible agencies in the transportation planning process. Section II of the OWP includes a detailed breakdown of projects. Core functions of the RTPA include development of the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), and the Federal Transportation Improvement Program (FTIP). These programs must comply with the federal transportation act authorized by Congress known as SAFETEA-LU. 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 funds, Transportation Development Act (TDA) funds, and other grant funds.

Requests from local agencies for non-core functions are funded in accordance with the Agency's adopted Policy 5-1 (Attachment B). This policy determines priorities if local requests exceed funding. The policy addresses how competing projects are evaluated and specifies accountability measures and required deliverables. Funds required for consultants are generally funded from specific grants. Pass thru funds to the cities, county, and RABA total \$834,887 which includes RABA TDA distributed through the claims process. Local agency special projects in this OWP include:

1. City of Anderson GIS layer for bicycle and pedestrian facilities (\$12,000)
2. City of Redding ADA sidewalk improvement needs inventory (\$16,800)
3. City of Shasta Lake Traffic Circulation GIS Update (\$17,600)

The table below compares 2008/09 and 2009/10 OWP funding requirements:

Table 1: 2-year Budget Comparison				
Funding Source	2008/09 Budget	2009/10 Budget	Increase	Decrease
FHWA	\$ 737,022	\$ 801,539	\$ 64,517	
FTA	\$ 105,462	\$ 92,975		\$ 12,487
TDA - RTPA	\$ 310,989	\$ 230,257		\$ 80,732
TDA - Agency	\$ 17,988	\$ 27,160	\$ 9,172	
RABA - TDA Admin	\$ 446,870	\$ 460,277	\$ 13,407	
Other Grant Funds*	\$ 596,892	\$ 288,999		\$ 307,893
Agency In-Kind	\$ 33,122	\$ 17,855		\$ 15,267
Total Revenue	\$2,248,345	\$1,919,062*	\$87,096	\$416,379
<i>*Approximately \$287,000 in unused grant funds from 2008/09 will carryover into 2009/10</i>				
<i>*Excludes Public Health Safe Routes to School grant</i>				

The Anderson City Council has requested that the RTPA and RABA reduce administrative costs that are generally funded with TDA funds (Attachment C). The RTPA has always funded staff time with federal planning funds to the maximum extent eligible. Successful applications for grants will result in a reduction of \$80,732 in TDA funds next year.

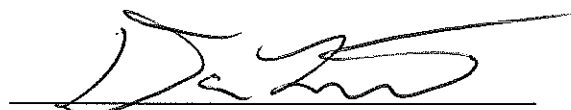
The total funding required for the 2009/10 OWP is \$1,919,062, which includes approximately \$287,000 in carryover funds from prior years. Tables 2 and 3 (Attachment D) show expenditures by type and fund source.

OTHER AGENCY INVOLVEMENT

Funding agencies are the FHWA, FTA, and Caltrans. Participating agencies are the cities of Anderson, Redding, and Shasta Lake, RABA, and the County of Shasta. This item was presented at the Technical Advisory Committee (TAC) meeting on April 14, 2009, and TAC recommends approval.

FINANCING

Total funding for the OWP is \$1,919,062, 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 federal planning funds are reserved to cover contingencies and delays in the federal budget process. This reserve is deducted prior to calculation of funds available to the participating agencies.



Daniel S. Little, AICP, Executive Director

DSL/SLC/jac

Attachments:

- A. Resolution No. 09-04
- B. Policy 5-1
- C. City of Anderson letter dated March 11, 2009
- D. Expenditures by fund source and type
- E. 2009/10 Overall Work Program

RESOLUTION NO. 09-04

**ADOPTING THE 2009/10 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,
- 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 required for regional transportation planning for fiscal year 2009/10; 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 the funding agencies have been received and incorporated into the final Overall Work Program.

NOW, THEREFORE, BE IT RESOLVED that the Overall Work Program for 2009/10 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 28th day of April, 2009, by the Shasta County Regional Transportation Planning Agency.

Dick Dickerson, Chair
Shasta County Regional
Transportation Planning Agency

Attachment B

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
 - 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 C



**CITY OF
ANDERSON**

March 11, 2009

Mr. Dan Little
Executive Officer
Shasta County Regional Transportation Planning Agency
1855 Placer Street
Redding, California 96001

Dear Mr. Little:

Thank you for your presentations to the Anderson City Council last week. We appreciate your leadership in continuing to move the Shasta County Regional Improvement Program forward, and we wish you well in your presentations to the Shasta County Board of Supervisors and the Redding City Council.

With respect to the development of your proposed 2009-2010 budget, in response to your wrapping up of two large grants and a projected significant reduction in TDA funds available to the region, the Anderson City Council has requested that you propose a budget that reduces agency costs that are taken "off the top".

Even as grants expire and TDA revenues decline, we wish you continued success in ensuring that the Shasta County Regional Transportation Planning Agency remains an efficient and effective organization. Thank you again for your presentations last week.

Sincerely,

A handwritten signature in dark ink, appearing to read "Scott Morgan". The signature is fluid and cursive.

Scott Morgan
City Manager

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c: Mayor and City Council

Attachment D

Shasta County Regional Transportation Planning Agency 2009/10 Overall Work Program Expenditures by Fund Source and Fund Type

Table 2: Expenditures by Fund Source							
Funding Source	RTPA	County	Redding	Shasta Lake	Anderson	RABA	Total
FHWA	\$ 547,064	\$ 59,285	\$ 138,430	\$ 26,559	\$ 30,201		\$ 801,539
FTA						\$ 92,975	\$ 92,975
IN-KIND			\$ 1,927	\$ 2,019	\$ 1,864	\$ 12,046	\$ 17,855
TDA	\$ 230,257	\$ 7,681	\$ 16,008	\$ 1,422	\$ 2,049	\$460,277	\$ 717,695
PPM	\$ 58,978						\$ 58,978
SPR-BP	\$ 183,653						\$ 183,563
FTA 5311	\$ 46,368						\$ 46,368
TOTAL	\$1,066,320	\$66,966	\$156,365	\$30,000	\$34,113	\$565,298	\$1,919,062

Table 3: Expenditures by Type							
Type	RTPA	County	Redding	Shasta Lake	Anderson	RABA	Total
Consultant	\$ 407,335			\$ 27,600	\$ 16,500		\$ 451,435
Direct Costs*	\$ 75,000		\$ 17,500		\$ 1,200	\$ 23,250	\$ 116,950
Staff	\$ 583,985	\$66,966	\$ 138,865	\$ 2,400	\$ 16,413	\$542,048	\$ 1,350,677
TOTAL	\$1,066,320	\$66,966	\$156,365	\$30,000	\$34,113	\$565,298	\$1,919,062

**Direct costs are expenses such as; public notices, travel for conferences and workshops, supplies for traffic counts, etc. These are not considered in-direct costs and are eligible for federal funds.*