STAFF REPORT

MEETING DATE:	**12/9/14**
SUBJECT:	**Amendment # 1 to the 2014/15 Overall Work Program**
AGENDA ITEM:	**5-5**
STAFF CONTACT:	**Daniel Wayne**

SUMMARY:

The Overall Work Program (OWP) is SRTA's comprehensive work plan and budget. Amendment #1 is needed to cover additional personnel and consultant costs. Savings anticipated in the April revise of the OWP are expected to cover these and other minor line-item increases encountered throughout the year.

STAFF RECOMMENDATION:

It is recommended that the board of directors adopt Resolution Number 14-08 (attached) approving Amendment #1 to the FY 2013/14 OWP.

DISCUSSION:

The OWP is the agency's scope of work for transportation planning activities, including estimated costs, funding sources, and completion schedules. Since SRTA became an independent agency, the OWP has assumed a more prominent role as the agency's comprehensive budget document. All revenues and expenditures, regardless of whether they are part of the Master Fund Transfer Agreement with Caltrans, are now included in the OWP.

The OWP is periodically amended to reflect new or modified work activities and changes in financial status. Amendments occurring in the first three quarters of the fiscal year focus on budget increases in response to expenditures to date. Many work elements fall below budgeted amounts; these changes are trued-up each year in the April revise of the OWP.

SRTA's planning and administration budget FY 2014/15 is $2,216,726. Amendment #1 would:

- Add $34,138 in personnel costs among various work elements to: 1) remedy the omission of Other Post-Employment Benefits (OPEB) and scheduled employee step increases; 2) cover increases in workers compensation and health insurance premiums; and 3) allow for a staff promotional opportunity.
- Add $37,000 in consultant costs for travel demand modeling and website development that was originally budgeted for completion in FY 2013/14, but carried over into the current fiscal year.

ALTERNATIVES:
The board may modify Amendment #1 to the FY 2014/15 OWP.

OTHER AGENCY INVOLVEMENT:
Caltrans District 2, the Federal Highway Administration California Division and the Federal Transit Administration Region XI approve formal OWP amendments.

FINANCING:
The net fiscal impact of Amendment #1 to the FY 2014/15 OWP is an increase of $71,138. Federal Planning (PL) Carryover and unobligated Planning Programming & Monitoring (PPM) funds have been budgeted in accordance with the attached OWP worksheets. SRTA's current available balance of PL Carryover and unobligated PPM is $1,537,401. It is normal for several work elements to come in under original budget estimates. In the prior fiscal year, actual expenditures were $348,918 below budget. The recommended budget increase will be offset by projected budget savings in the April revise of the OWP.

Daniel S. Little, AICP, Executive Director

Attachments: Resolution Number 14-08: Amendment #1 to the FY 2013/14 OWP
OWP Budget Worksheets (changes highlighted)

RESOLUTION

RESOLUTION NUMBER:	**14-08**
SUBJECT:	**Amendment #1 to the Fiscal Year 2014/15 Overall Work Program**

WHEREAS, Metropolitan Planning Organizations (MPO) are required by state and federal funding partners to maintain a comprehensive Overall Work Program (OWP) as a planning, programming, and budgeting tool for the fiscal year; and

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

WHEREAS, the OWP must be amended to reflect changes in funding, schedules and work products;

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Amendment #1 to the FY 2014/15 OWP, adding $4,400 in Federal Planning, $50,552 in Federal Planning Carryover, $15,086 in Planning Programming & Monitoring, and $1,100 in Local Transportation Fund between various work elements to cover a combination of agency staff and consultant expenses.

BE IT FURTHER RESOLVED that Amendment #1 shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 9th day of December, 2014, by the Shasta Regional Transportation Agency.

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Susie Baugh, Chair
Shasta Regional Transportation Agency

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY -

Summary of 2014/15 Overall Work Program Funding Requirements

Work Element	Description	FHWA PL	State Toll Credits	FHWA PL C/O	FTA 5303	FTA 5303 Carryover	FTA 5304	LTF	TDA	PPM	Prop 84	N State Super Reg.	SRTS/Other	Total By Fund Source Proof
		100%	11.47%	88.53%	100%	88.53%	88.53%	100%	100%	100%	100%	100%	100%	
701	System Planning		Excluded from Totals											
701.01	Regional Transportation Plan	30,000	3,441							191,506				221,506
701.03	Performance Measures	58,163	6,671	7,555						979				66,697
701.05	Sustainable Communities Plng (Rnd 1)									1,318	23,513			24,831
701.06	Interagency Coord & Transp Policy	79,115	9,074					5,500						84,615
701.07	Sustainable Communities Plng (Rnd 2)									4,045	236,733			240,777
701.09	Air Quality	11,142	1,278											11,142
701.11	Transp Data Collection & Reporting	89,039	10,213											89,039
	Total Work Element 701	267,459	30,678	7,555	0	0	0	5,500	0	197,848	260,246	0	0	738,607
702	Work Program and Administration													
702.01	Transportation Improvement Programs	47,379	5,434											47,379
702.02	Overall Work Program		0	172,088						22,296				194,384
	Total Work Element 702	47,379	5,434	172,088	0	0	0	0	0	22,296	0	0	0	241,763
703	Non-Motorized													
703.01	Bicycle & Pedestrian	48,081	5,515	7,000						3,000				58,081
	Total Work Element 703	48,081	5,515	7,000	0	0	0	0	0	3,000	0	0	0	58,081
704	Public and Agency Participation													
704.01	Public Information & Participation	85,575	9,815					21,394						106,969
	Total Work Element 704	85,575	9,815	0	0	0	0	21,394	0	0	0	0	0	106,969
705	Technology Applications													
705.02	GIS Applications	69,237	7,941	7,555						979			2,000	79,771
705.05	Regional Travel Demand Model	59,049	6,773	35,442						4,592				99,083
	Total Work Element 705	128,286	14,714	42,997	0	0	0	0	0	5,571	0	0	2,000	178,854
706	Public Transportation Planning													
706.02	Public Transportation		0		28,631			64,780						93,411
	Total Work Element 706	0	0	0	28,631	0	0	64,780	0	0	0	0	0	93,411
707	Special Projects													
707.01	Corridor Studies & Project Review		0	35,638						4,617				40,255
707.02	Safe Routes to School Grant												125,885	125,885
	Total Work Element 707	0	0	35,638	0	0	0	0	0	4,617	0	0	125,885	166,140
708	Manage Transportation Development Act													
708.03	Transportation Development Act							135,668						135,668
708.04	Transit Agency Administration								566,180					566,180
	Total Work Element 708	0	0	0	0	0	0	135,668	566,180	0	0	0	0	701,848
800	Other													
801.01	North State Super Region											2,190		2,190
	Total Work Element 800	0	0	0	0	0	0	0	0	0	0	2,190	0	2,190
Total of Budget by Fund Source		576,780	66,157	265,278	28,631	0	0	227,342	566,180	233,332	260,246	2,190	127,885	2,287,863

Planning/Administration Funds by Jurisdiction

	Description	FHWA PL	State Toll Credits	FHWA PL C/O	FTA 5303	FTA 5303 Carryover	FTA 5304	LTF	TDA	PPM	Prop 84	N State Super Reg.	SRTS/Other	Total By Fund Source Proof
	SRTA	472,780	66,157	236,145	28,631	0	0	227,342	30,000	227,465	175,544	2,190	5,572	1,405,668
	RABA Administration								513,180					513,180
	City of Anderson	17,000												17,000
	City of Redding	55,000		22,133						2,867	17,500			97,500
	Shasta Lake City	17,000									67,202			84,202
	Cty of Shasta- Health & Human Services												122,313	122,313
	County of Shasta- TDA Administration								23,000					23,000
	County of Shasta-Public Works	15,000		7,000						3,000	0		0	25,000
	Total Plng/Admin Funds by Juris.	576,780	66,157	265,278	28,631	0	0	227,342	566,180	233,332	260,246	2,190	127,885	2,287,863

Capital Infrastructure & Transit Agency Operations

	Description	RTSP	LTF	TDA										Total By Fund Source Proof
	RSTP	1,618,729												1,618,729
	Transit Operation			3,572,515										3,572,515
	Streets & Roads			3,975,453										3,975,453
	2% Bike & Pedestrian		123,410											123,410
	Total Operational and Capital	1,618,729	123,410	7,547,968	0	0	0	0	0	0	0	0	0	9,290,107

WORK ELEMENT 701.01	Regional Transportation Plan (RTP)

Agency: SRTA **Total Budget: $** 221,506

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source ($)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	**Direct**	**Indirect**	**FHWA PL**	**Toll**	**PPM**	
Personnel	102,302	36,204			138,506	
Services & Supplies	7,000				7,000	
Consultant Services (Rincon)	76,000		30,000	3,441	46,000	
TOTAL	**185,302**	**36,204**	**30,000**	**3,441**	**191,506**	

Previous Accomplishments

Draft transportation capital project list; administration of SRTA Board of Directors priorities survey; draft 2015 RTP regional vision, goals, policies, and strategies; partial development of expanded performance metrics in response to federal MAP-21 rulemaking and California planning emphasis areas; EIR Notice of Preparation; EIR project alternatives identified; memorandum describing Sustainable Communities Strategy (SCS) technical modeling methodology submitted to CA Air Resources Board (ARB) pursuant to SB 375; draft Sustainable Communities Strategy prepared and modeled.

Objective

Plan for the safe and efficient management, operation, and development of a regional inter-modal transportation system that, when linked with appropriate land use planning, serves the mobility needs of goods and people.

Discussion

The RTP is prepared in compliance with state (California Government Code Section 65080 et seq.) and federal (U.S. Code Title 23, Section 134 et seq.) regulations governing regional and metropolitan transportation planning. The RTP represents a 20-year planning horizon and must be updated every five years. The next update is due no later than June 2015. Since the last update of the RTP, several new requirements and planning considerations have been introduced and must be incorporated into the 2015 RTP -- most notably the addition of a Sustainable Communities Strategy (SCS) pursuant to Senate Bill 375 (see WE 701.07). Pursuant to the California Environmental Quality Act (CEQA), the agency is required to prepare an Environmental Impact Report (EIR).

Note: Consultant support for the 2015 RTP in the areas of travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.

Product 1: 2015 Regional Transportation Plan

Task/Activity		Resp. Agency	Schedule
1.1	Finalize transportation project list and identify fiscally constrained transportation projects.	SRTA	Jul
1.2	Complete data compilation; population, land use and travel forecast/trend analyses; and RTP narrative update.		Jul - Oct
1.3	Integrate performance measures from WE 701.03 with RTP goals, policies, and strategies.		Jul - Oct
1.4	Prepare draft 2015 RTP, distribute for 55-day comment period, hold public hearing, and respond to comments.		Oct - Feb
1.5	Prepare final 2015 RTP, adopt, and submit to Caltrans, FHWA, FTA, and CARB.		Feb - Mar

Product 2: 2015 RTP Environmental Impact Report (EIR)

Task/Activity		Resp. Agency	Schedule
2.1	Environmental impact analysis of project alternatives.	Consultant	Jul - Oct
2.3	Complete EIR and certification		Oct - Mar

Product 3: Consultation and information exchange with the general public and affected agencies

Task/Activity		Resp. Agency	Schedule
3.1	Implement public communications and outreach consistent with SRTA's adopted Public Participation Plan, including public notices, meetings, and hearings.	SRTA	Jul – Feb
3.2	Communications, information exchange, and facilitation of interagency coordination.		Jul – Feb
3.4	Consultation and information exchange with state and federal transportation planning partners.		Jul – Feb
3.3	Communication and information exchange with ARB, including formal ARB acceptance of Sustainable Communities Strategy (SCS) technical methodology.		Mar

WORK ELEMENT 701.03 — Performance Measures

Agency: SRTA **Total Budget:** $ 66,698

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source ($)			
Staff Allocations and Funding Requirements						
			100.00%	11.47%		11.47%
Shasta RTA	**Direct**	**Indirect**	**FHWA PL**	**Toll**	**FHWA PL C/O**	**PPM**
Personnel	48,156	17,042	56,663	6,499	7,555	979
Services & Supplies	1,500		1,500	172		
Consultant Services						
TOTAL	**49,656**	**17,042**	**58,163**	**6,671**	**7,555**	**979**

Previous Accomplishments

This is a new work element.

Objective

Develop and maintain performance metrics in support of planning, decision-making, regulatory compliance, and transportation funding.

Discussion

Performance measures have increased in recent years beyond traditional measures of traffic operations. Additional new measures will be introduced through federal transportation bill (MAP-21) rulemaking and state legislation. Discretionary transportation grant programs likewise reference a wide range of performance measures when selecting projects for funding. Performance measures allow the region to track trends in key policy areas; measure progress toward mandates and regional goals; and evaluate the effectiveness of regional mobility strategies.

Note: Consultant services associated with the development and calculation of performance measures are consolidated under work element 701.02 (Activity-based Travel Demand Model) and 705.02 (GIS Applications) respectively.

Product 1: Respond to new federal transportation bill performance measures rulemakings

Task/Activity		Resp. Agency	Schedule
1.1	Monitor changes in state and federal legislation, policy, and funding programs potentially affecting the region's program of performance measures.	SRTA	Jul - June
1.2	Participate in technical work groups and training.		

Product 2: Regional performance measures and methodology

Task/Activity		Resp. Agency	Schedule
2.1	Define new measures and develop technical methodology.	SRTA	Jul - June

WORK ELEMENT 704.01	Public Information and Participation

Agency: SRTA **Total Budget:** $106,969

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source ($)			
Staff Allocations and Funding Requirements						
			20.00%		11.47%	
Shasta RTA	**Direct**	**Indirect**	**LTF**	**FHWA PL**	**Toll**	
Personnel	69,101	24,454	18,711	74,844	8,585	
Services & Supplies	3,600		720	2,880	330	
Consultant Services (Civic Plus)	9,338		1,868	7,470	857	
Web Hosting	476		95	381	44	
TOTAL	**82,515**	**24,454**	**21,394**	**85,575**	**9,815**	

Previous Accomplishments
SRTA Board of Directors and TAC meetings. Updated Public Participation Plan. New agency website.

Objective
To be transparent in all agency activities and decision-making processes. To provide information and resources that are accessible, approachable, and meaningful to SRTA's broad range of customers, including the general public, public agency partners, and other stakeholders affected by or interested the agency's plans, programs, and decisions.

Discussion
As the state-designated Regional Transportation Planning Agency (RTPA) and federally-designated Metropolitan Planning Organization (MPO) for Shasta County, SRTA plays a central role in creating, strengthening, and leveraging partnerships to meet regional challenges and opportunities. SRTA's primary public communication tool is the board of directors meetings held five times per year and augmented as needed with special meetings. In addition, SRTA maintains a Public Participation Plan (PPP) that outlines SRTA's process for providing all affected or otherwise interested stakeholders with reasonable opportunities to be involved in the metropolitan transportation planning process. As described in the PPP, SRTA considers each activity individually and utilizes strategies designed to facilitate public access, awareness, and/or action.

Product 1:	Technical Advisory Committee (TAC) meetings		
Task/Activity		**Resp. Agency**	**Schedule**
1.1	Agenda development, including associated staff meetings.	SRTA	Typically five per year
1.2	Distribute draft staff reports to TAC.		
1.3	Prepare public notices.		
1.4	Host TAC meetings.		

Product 2:	SRTA Board of Directors meetings		
Task/Activity		**Resp. Agency**	**Schedule**
2.1	Prepare public notices.	SRTA	Typically five per year
2.2	Distribute final board agenda and staff reports.		
2.3	Host SRTA Board of Directors meetings.		
2.4	Preparation of meeting minutes and follow-up on board actions.		

Product 3:	Committees of the SRTA Board of Directors		
Task/Activity		**Resp. Agency**	**Schedule**
3.1	Support Fiscal Committee, including presentation of quarterly financial statements.	SRTA	About 5-8 or as needed
3.2	Support ad-hoc committees as needed for special purposes, such as the Human Resources Committee.		

Product 4:	Agency overview and fact sheets		
Task/Activity		**Resp. Agency**	**Schedule**
4.1	Maintain up-to-date 'Overview of SRTA' document.	SRTA	Jul
4.2	Prepare or maintain transportation program and funding fact sheets.		Ongoing
4.3	Distribute as needed, including online posting.		Ongoing

Product 5:	Agency website (www.srta.ca.gov)		
Task/Activity		**Resp. Agency**	**Schedule**
5.1	Maintain up-to-date agency website.	SRTA	Ongoing
5.2	Website services, including web-domain hosting.	Services	Annual

Product 6:	Community survey, results, and analysis		
Task/Activity		**Resp. Agency**	**Schedule**
6.1	Develop and administer a random-telephone survey to gauge public awareness and attitudes regarding regional mobility issues.	Consultant	Aug Jan

WORK ELEMENT 705.02 — GIS Applications

Agency: SRTA **Total Budget: $** 79,771

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source ($)				
Staff Allocations and Funding Requirements							
				11.47%			11.47%
Shasta RTA	**Direct**	**Indirect**	**FHWA PL**	**Toll**	**Shasta College**	**FHWA PL C/O**	**PPM**
Personnel	32,699	11,572	35,737	4,099		7,555	979
Services & Supplies	1,600		1,600	184			
License (Shasta College)	2,000				2,000		
License (ArcGIS)	1,900		1,900	218			
Consultant Services (GIS & Ortho Imagery consultant)	30,000		30,000	3,441			
TOTAL	68,199	11,572	69,237	7,941	2,000	7,555	979

Previous Accomplishments

Participation in Far North Regional GIS Council (FNRGC); management of FarNorCalGIS platform; GIS data management, development, and analyses in support of the agency's work program; and developed standards and graphic templates for use in agency documents.

Objective

GIS serves as the technical foundation for planning, policy analysis, performance measuring, and other core agency work elements. Objectives include: eliminate technical barriers to planning and policy analysis; better engage the public and community stakeholders via maps and visualizations; promote consistent and compatible data and technology standards; improve data quality, accuracy, and completeness; enhance access to GIS data resources; and facilitate exchange between data providers and consumers.

Discussion

SRTA continues to expand its technical and regional data sharing role, with a focus on developing and maintaining countywide land use and transportation-related GIS data. Additional data layers, including US Census and economic data, are likewise being added to enhance spatial analysis capabilities. GIS data is integrated into the Shasta County Travel Demand Model and will be used to assist with development of the Sustainable Community Strategy (SCS)/RTP. Consultant services required in the area of GIS are acquired under contract with VESTRA Resources.

Product 1: Regional GIS Program

Task/Activity		Resp. Agency		Schedule
1.1	Maintain requisite GIS licensing.	SRTA		Jul-June
1.2	Maintain and enhance agency GIS capabilities, including participation in GIS training.			
1.3	Maintain on-call GIS consultant services contract.			
1.4	Participate in interagency GIS user groups.			

Product 2: FarNorCalGIS Regional Server & Web-Portal

Task/Activity		Resp. Agency		Schedule
2.1	Administration and ongoing development of FarNorCalGIS.org website, including GIS licensing for the platform host (Shasta College); content development; and leadership/participation in management and technical committees.	SRTA		Jul-June
2.2	Liaison between FarNorCalGIS and the greater sixteen-county North State Super Region, including the promotion of data standardization, data development and technical support of partnership planning.			

Product 3: Census data packaged for regional and local agency planning initiatives documented in the OWP

Task/Activity		Resp. Agency		Schedule
3.1	Compile and update commonly referenced US Census data in support of other work elements and partner agency needs.	SRTA		Jul-June

Product 4: Consolidated GIS Support Services

Task/Activity		Resp. Agency		Schedule
4.1	Consolidated GIS support for other work elements and SRTA's member agencies. Deliverables documented in respective work element.	Consultant		Jul-June

Product 5: Orthoimagery Update

Task/Activity		Resp. Agency		Schedule
5.1	Update orthoimagery database for urbanized region and integrate w/ planning tools.	Consultant		Jul-June

WORK ELEMENT 705.05 — Regional Travel Demand Model (TDM)

Agency: SRTA **Total Budget:** $ 99,083

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source ($)			
Staff Allocations and Funding Requirements						
			100.00%	11.47%	88.53%	11.47%
Shasta RTA	**Direct**	**Indirect**	**FHWA PL**	**Toll**	**FHWA PL C/O**	**PPM**
Personnel	26,274	9,299	27,039	3,101	7,555	979
Services & Supplies	4,600		4,600	528		
Cube Software License	3,000		3,000	344		
Consultant Services (UTN Modeling)	11,000		11,000	1,262		
Consultant Services (DKS)	44,910		13,410	1,538	27,887	3,613
TOTAL	**89,784**	**9,299**	**59,049**	**6,773**	**35,442**	**4,592**

Previous Accomplishments

A new activity-based travel demand model (TDM) was prepared and is scheduled for adoption June 2014. The Shasta Model Users Group (SMUG) was retained to inform the ongoing development of travel demand modeling efforts and to ensure region-wide acceptance.

Objective

Manage and maintain the region's activity-based travel demand model consistent with state and federal law as well as provide support to other work elements.

Discussion

MPOs are required to develop and maintain a travel demand forecast model that meets FHWA and FTA requirements per Title 23 U.S.C. Section 134, and California requirements as specified under Chapter 3.2 of the 2010 Regional Transportation Plan (RTP) Guidelines. Chapter 3.2 of the 2010 California RTP Guidelines also specifies certain capabilities for medium-sized MPOs. The TDM fulfills these requirements. The TDM measures the impact of population growth and planned or anticipated land development and calculates various transportation and mobility-related performance metrics for any given planning year. The TDM informs decision makers as to the location and timing of improvements needed to maintain adequate level of service. Outputs are utilized in various planning documents including, but not limited to: the RTP, RTIP, FTIP (23 USC 134), corridor studies, special projects, and air quality conformity. The TDM requires specialized software and extensive input data, including household travel surveys, socio-economic demographics, and parcel-level land use characteristics. TDM post-processing routines are required for procedures not found in the Shasta County TDM, such as calculations of mobile source emissions.

Product 1: SRTA maintenance, operational output, and training for activity-based travel demand model

Task/Activity		Resp. Agency	Schedule
1.1	Manage a regionally representative technical advisory committee, known as the Shasta Model Users Group (SMUG).	SRTA	Bi-annually
1.2	SRTA staff participation in consultant-led training for TDM operation and updates and participate in other technical trainings and workgroups.		As needed
1.3	SRTA-led operation of TDM in support of other work elements.		

Product 2: Contracted maintenance, operational output, and training for activity-based travel demand model

Task/Activity		Resp. Agency	Schedule
2.1	Routinely update and refine the TDM as directed. Deliverables include actual and scheduled network changes, traffic count data, land use assumptions, speed limit information, population growth forecast update, and other inputs as needed.	Consultant	As needed
2.2	Consultant-administered training for SRTA staff on TDM operation, maintenance, and emissions post-processing. Includes materials and training.		
2.3	Consultant-led operation of TDM in support of other work elements. Deliverable include model outputs and post-processing (e.g. emissions) outputs.		