STAFF REPORT

MEETING DATE:	**12/20/12**
SUBJECT:	**Amendment # 1 to the 2012/13 Overall Work Program (OWP)**
AGENDA ITEM:	**5-3**
STAFF CONTACT:	**Daniel Wayne**

STAFF RECOMMENDATION:
It is recommended that the board adopt Resolution No. 12-15 (attached) approving Amendment #1 to the 2012/13 OWP.

DISCUSSION:
The OWP is the agency's annual program of activities and budget. The OWP is periodically amended to reflect new or modified work activities and/or changes in financial status. Amendment #1 to the FY 2012/13 OWP is needed to:

1. Reflect an overall decrease in Federal Highways Administration (FHWA) Metropolitan Planning (PL) revenue and an increase in Federal Transit Administration (FTA) Section 5303 revenue;
2. True-up differences between estimated and actual expenditures; and
3. Bring new Proposition 84 and Safe Routes to School grant funds into the budget.

A line item breakdown of all changes and fiscal impact to the agency is provided by attachment: Overview of Amendment#1 to the 2012/13 OWP and 2012/13 OWP Funding Requirements worksheet

ALTERNATIVES:
The board may decline to amend the OWP as recommended or consider each item separately. Board approval is required to receive federal and state funding.

OTHER AGENCY INVOLVEMENT:
Caltrans District 2 and FHWA/FTA approves all formal OWP amendments. Shasta County Health & Human Services Agency is responsible for implementing Safe Routes to School funding (WE 707.02). The agency's Proposition 84 Sustainable Communities Planning Grant (WE 701.07) is awarded by the California Strategic Growth Council and subsequently administered by the California Department of Conservation. A portion of Proposition 84 grant funds will be passed through to the City of Shasta Lake for a general plan update and to the City of Redding for the completion of an infrastructure demand modeling tool. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FINANCING:
The fiscal impact of Amendment #1 to the 2012/13 OWP is a net increase in agency reserves of $506,162, due in large part to new planning grants. An itemized accounting of all changes is provided by attachment.

Daniel S. Little, AICP, Executive Director

Attachments: Overview of Amendment #1 to the 2012/13 OWP
2012/13 OWP Funding Requirements Worksheet
SRTA Guide to Overall Work Program Elements
Resolution No. 12-15

Overview of Amendment #1 to the 2012/13 Overall Work Program

Work Element		Net Fiscal Impact	Reason for Amendment	Amendment Action
702.02	OWP Dev & Mgt	($4,185.87)	Official FHWA PL funding estimate revised down and FTA Section 5303 revised up. Some labor also needs to be reallocated to 701.07.	FHWA PL backfilled with carryover PL funds and FTA 5303 carryover funds reduced to match revised allocation estimates. Local match recalculated. Some labor reclassified to 701.07.
706.01	Transit (RABA)	$1,055.20		
706.02	Transit Planning	$0.00		
701.01	Dev of RTP	($12,343.52)		
704.01	Interagency Coordination	($8,212.35)		
703.02	Non-motorized Safety Needs	$19,580.00	Portions of this project originally to be completed by the City of Redding were shifted to a consultant due to staffing change, resulting in higher costs.	$17,043.20 in FHWA and $2,536.80 in PPM local match added to 703.02 to pay for consultant fees.
701.07	Sustainable Communities Strategy (Round 2 grant)	$295,141.46	A new Prop 84 grant was received. Labor needs to be reallocated from other work elements to manage the new project.	$264,261 (50% of grant award) budgeted for 701.07, plus $30,880 in PPM to account for indirect costs.
707.02	Safe Routes to School	$278,503.98	A new Safe Routes to School grant was received.	Grant funds in the amount of $278,503.98 added to the 707.02 budget.
701.05	Sustainable Communities Strategy	($31,277.95)	Grant funds were not fully expended in 2011/12 OWP as originally anticipated. Balance of labor needs to be moved to 701.07.	$26,321.71 in Prop 84 grant funds carried over to 2012/13 OWP to pay final consultant invoices. $57,599.66 for staff hours reallocated to 701.07.
701.06	Economic Dev Study	($3,221.00)	SPR funds need to be adjusted to reflect final vs. estimated expenditures from the 2011/12 OWP.	SPR grant funds reduced by $3,221 to coincide with actual remaining balance.
705.03	Intelligent Transportation Systems (ITS) Feasibility Study	($28,877.75)	SPR funds need to be adjusted to reflect final vs. estimated expenditures from the 2011/12 OWP.	SPR grant funds reduced by $17,365.25 and Prop 84 revenue reduced by $11,512.50 to coincide with actual remaining balance.
Net fiscal impact:		**$506,162.20**		

Acronyms used in this table: Overall Work Program (OWP); Federal Highways Adminstration (FHWA); Metropolitan Planning (PL); Federal Transit Administration (FTA); State Planning & Research (SPR); Planning, Programming, and Monitoring (PPM)

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY - WITH FORMAL AMENDMENT # 1 (YELLOW = CHANGE)

Summary of 2012/13 Overall Work Program Funding Requirements

Work Element	Description	FHWA PL	Toll Credits	FHWA Carryover	FTA 5303	FTA 5303 Carryover	FTA 5304	LTF	PPM	Prop 84	Other/5311 & SRTS	INKIND	SPR	Total By Fund Source Proof	% of FTA & FHWA PL Funds
	*Utilizes toll-credit as match	100%	11.47%	88.53%	100%	88.53%	Grant	100%	100%	100%		11.47%			
701	System Planning		Excluded from Totals												$ 990,906.96
*701.01	Development of RTP	$ 65,353.76	$ 7,496.08											$ 65,353.76	6.60%
*701.02	Travel Demand Model	$ 113,959.85	$ 13,071.20											$ 113,959.85	11.50%
*701.03	TDM & HPMS - Agencys	$ 69,766.00	$ 8,002.16											$ 69,766.00	7.04%
*701.04	Monitor Air Quality	$ 7,165.07	$ 821.83											$ 7,165.07	0.72%
701.05	SCS-Staff and Agencys								$ 107,839.79	$ 26,321.71				$ 134,161.50	0.00%
701.06	Economic Study								$ 22,887.23				$ 166,778.54	$ 189,665.77	0.00%
701.07	Sustainable Communities Rd 2								$ 30,880.02	$ 264,261.44				$ 295,141.46	0.00%
	Total Work Element 701	**$ 256,244.69**	**$ 29,391.27**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 161,607.05**	**$ 290,583.15**	**$ -**	**$ -**	**$ 166,778.54**	**$ 875,213.42**	**25.86%**
702	**Financial Planning**														
*702.01	Programming of TIPS	$ 59,482.20	$ 6,822.61											$ 59,482.20	6.00%
*702.02	OWP Development & Mgmt.	$ 17,439.67	$ 2,000.33	$ 145,070.73					$ 21,593.06					$ 184,103.46	16.40%
	Total Work Element 702	**$ 76,921.87**	**$ 8,822.94**	**$ 145,070.73**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 21,593.06**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 243,585.65**	**22.40%**
703	**Non-Motorized**														
*703.01	Mgmt. Bike and Ped Facilities	$ 53,030.71	$ 6,082.62											$ 53,030.71	5.35%
*703.02	NM Safety Needs - Agencys	$ 15,420.00	$ 1,768.67	$ 17,043.20					$ 2,536.80					$ 35,000.00	3.28%
*703.03	Regional Bike Plan - Agencys	$ -	$ -											$ -	0.00%
	Total Work Element 703	**$ 68,450.71**	**$ 7,851.30**	**$ 17,043.20**					**$ 2,536.80**					**$ 88,030.71**	**8.63%**
704	**Public and Agency Participation**														
*704.01	Meetings & Inter-jurisdictional Coordination			$ 110,792.03					$ 16,490.85					$ 127,282.87	11.18%
*704.03	Public Participation	$ 20,791.19	$ 2,384.75											$ 20,791.19	2.10%
*704.04	Information Dissemination	$ 54,280.74	$ 6,226.00											$ 54,280.74	5.48%
	Total Work Element 704	**$ 75,071.93**	**$ 8,610.75**	**$ 110,792.03**					**$ 16,490.85**					**$ 202,354.80**	**18.76%**
705	**Technology Applications**														
*705.01	ITS Architecture Update	$ 11,045.58	$ 1,266.93											$ 11,045.58	1.11%
*705.02	GIS Applications	$ 67,081.22	$ 7,694.22											$ 67,081.22	6.77%
705.03	ITS Feasibility Study - Staff								$ 15,268.88	$ 23,487.50			$ 42,634.75	$ 81,391.13	0.00%
	Total Work Element 705	**$ 78,126.81**	**$ 8,961.15**						**$ 15,268.88**	**$ 23,487.50**			**$ 42,634.75**	**$ 159,517.94**	**7.88%**
706	**Transit Planning**														
*706.01	Transit (RABA)		$ 7,592.68		$ 66,196.00	$ -								$ 66,196.00	6.68%
706.02	Transit Planning & Coordination		$ 275.34		$ 2,388.00	$ 23,600.00			$ 20,700.48					$ 46,688.48	2.62%
706.03	Google Transit										$ 22,567.00			$ 22,567.00	
706.04	RABA Transit Plan Update						$ 71,001.00					$ 9,198.93		$ 80,199.93	7.17%
	Total Work Element 706				**$ 68,584.00**	**$ 23,600.00**	**$ 71,001.00**		**$ 20,700.48**		**$ 22,567.00**	**$ 9,198.93**		**$ 215,651.41**	**16.47%**
707	**Special Projects**														
707.01	Corridor Studies/Dev.Review								$ 78,243.53					$ 78,243.53	
707.02	Safe Routes to School										$ 418,604.98			$ 418,604.98	
707.03	Gas Point Rd Plan Line Study								$ -					$ -	
	Total Work Element 707								**$ 78,243.53**		**$ 418,604.98**			**$ 496,848.51**	**0.00%**
708	**Manage Transportation Development Act**														
708.01	Office Operations								$ -		$ -			$ -	
708.02	Fiscal Management								$ -					$ -	
708.03	Support of SSTAC							$ 33,709.23						$ 33,709.23	
708.99	Unreimbursed Indirect							$ 31,831.46						$ 31,831.46	
	Total Work Element 708							**$ 65,540.69**	**$ -**		**$ -**			**$ 65,540.69**	**0.00%**
TOTAL LABOR AND EXPENSES		**$ 554,816.00**	**$ 63,637.40**	**$ 272,905.96**	**$ 68,584.00**	**$ 23,600.00**	**$ 71,001.00**	**$ 65,540.69**	**$ 316,440.63**	**$ 314,070.65**	**$ 441,171.98**	**$ 9,198.93**	**$ 209,413.29**	**$ 2,346,743.13**	**100.00%**
Percent of Budget by Fund Source		**23.64%**		**11.63%**	**2.92%**	**1.01%**	**3.03%**	**2.79%**	**13.48%**	**13.38%**	**18.80%**	**0.39%**	**8.92%**	**100.00%**	

]

SRTA Guide to Overall Work Program Elements

701	**System Planning**	
701.01	Development of the Regional Transportation Plan (RTP)	To monitor and track progress toward RTP goals, policies and actions identified in the 2010 RTP; to accomplish a comprehensive update of the RTP based on the agency's five-year planning cycle.
701.02	Regional Travel Demand Model (TDM)	To maintain the TDM in support of all transportation planning, revenue programming and air quality conformity activities; to update and enhance modeling capabilities in response to new state and federal requirements.
701.03	Data Collection of the TDM & HPMS Reporting	To preserve existing transportation facilities and to collect traffic collision and pavement condition data for federal and state reporting.
701.04	Monitor Air Quality Requirements	Monitor for air quality conformity.
701.05	Sustainable Communities Strategy	Obtain funding to develop a regional Sustainable Communities Strategy (SCS). Prepare for the incorporation of SCS as a new chapter in the 2015 RTP.
701.06	Northstate Transportation Economic Study	To build a business case for ongoing transportation infrastructure investment in Shasta County and the sixteen-county North State region and highlight priority transportation improvements based on economic return-on-investment to transportation and economic development stakeholders; request for proposals and consultant selection and contracting process completed; project kick-off meeting; begin inventory of available data and planning documents.
702	**Financial Planning**	
702.01	Programming of Transportation Improvement Program	To identify and develop candidate projects for the region's transportation programming needs for federal, state and local transportation improvement programs consistent with the RTP and fiscal constraints (23 USC Section 134 (c)(j)) and (23 CFR 450.324).
702.02	Overall Work Plan Development & Mgmt.	To prepare, monitor and provide oversight to the annual OWP (23 CFR 450.308).
703	**Non-Motorized**	
703.01	Mgmt. Bike and Pedestrian Facilities	The objective of this element is to coordinate the development and integration of bicycle and pedestrian facilities with roadway and transit planning (23 CFR 450.306 (a)(3)). Create a transportation environment that encourages non-motorized alternatives. Plan for preparing a regional bike plan.
703.02	Non-Motorized Safety and Improvement Needs	Prioritization of safety and improvement needs for non-standard bicycle and pedestrian facilities to ensure compliance with ADA.
704	**Public and Agency Participation**	
704.01	Meetings & Inter-jurisdictional Coordination	To create, strengthen and use partnerships to facilitate and conduct regional planning activities (23 CFR 450.300).
704.03	Public Participation	To facilitate and encourage public participation in the transportation planning process.
704.04	Information Dissemination	To provide information to partner agencies and the general public on transportation issues and processes within our region (23 CFR 450.316).
705	**Technology Applications**	
705.01	Regional Intelligent Tans Sys (ITS) Architecture Update	To consult with federal, state and regional stakeholders to maintain the Regional ITS Architecture, including updates and amendments to the architecture.
705.02	GIS Applications	To leverage GIS data sharing opportunities among public agencies throughout the region; maximize data use and minimize agency costs; ensure consistent regional GIS standards; provide a consistent GIS database for update of the Shasta County Travel Demand Model and assist with data collection and analysis for support of required local community information in grant applications.
705.03	Traffic Data Collection and Sharing Feasibility Study	Develop real-time traffic data for complete and accurate information for use in planning, monitoring and project development activities.
706	**Transit Planning**	
706.01	Traffic Needs Assessment and Transit Plan Update	To coordinate the required transit planning activities in developing statewide transportation plans.
706.02	Transit Planning & Coordination	Coordination of public transit, social service and private transportation providers to improve services for those that are transit dependent.
706.03	Google Transit	Implement Google Transit and 2-1-1 Shasta
706.04	RABA Transit Plan Update	This is a FTA 5304 Urban Transit Planning Grant project. Implement RABA's 2012-short range transit plan. This is the second year of a three-year project.
707	**Special Projects**	
707.01	Corridor Studies/Development Review	Maintain a safe and efficient road system within the limits of existing and projected funding constraints. Develop more cost-effective methods to maintain existing road network.
707.02	Safe Routes to School	To increase safety for non-motorized users.
708	**Manage Transportation Development Act**	
700.99	Indirect Costs	To detail, support and document indirect costs activities related to completing the organization's functions operating as an independent MPO.
708.03	Support of SSTAC	To coordinate the annual unmet transit needs process.
708.99	Unreimbursed Indirect (Cal Cog)	To provide funds for tasks ineligible for FHWA, FTA or PPM funds.

RESOLUTION

RESOLUTION NUMBER:	**12-15**
SUBJECT:	**Amendment #1 to the 2012/13 Overall Work Program (OWP)**

WHEREAS, the Shasta Regional Transportation Agency (SRTA) requests an amendment to the 2012/13 OWP; and

WHEREAS, work elements cannot be added/deleted/changed and funds cannot be added, deleted, or redirected to/from the OWP unless the SRTA and the California Department of Transportation approve the OWP amendment.

NOW, THEREFORE, BE IT RESOLVED that the SRTA hereby approves Amendment #1 to the 2012/13 OWP, affecting the following work elements:

- **702.02** – Decrease Federal Highway Administration (FHWA) Metropolitan Planning (PL) revenue by \$40,573.48 to \$17,439.67 to reflect official revised allocation and decrease Toll Credits by \$4,653.78 to \$2,000.33;
- **706.04** – Increase In-Kind by \$1055.20 to \$9,198.93 to correct local match calculation error;
- **706.02** – Add \$2,388.00 in Federal Transit Administration (FTA) Section 5303 to reflect official revised allocation;
- **701.01** – Decrease FHWA PL by \$12,343.52 to \$65,353.76 and decrease Toll Credits by \$1,415.80 to \$7,496.08 due to reclassification of staff hours to 701.07;
- **704.01** – Decrease in FWHA Carryover by \$9,164.55 to \$110,792.03 due to reclassification of staff hours to 701.07 and increase Planning, Programming, and Monitoring (PPM) by \$949.20 to \$16,490.85;
- **703.02** – Add \$17,043.20 in FHWA Carryover to cover additional consultant costs;
- **701.07** – Add \$264,261.44 from Proposition 84 grant plus \$30,880.02 in PPM to cover indirect costs ineligible for grant reimbursement;
- **707.02** – Increase Safe Routes to School funding by \$278,503.88 to \$418,604.98 to reflect new grant;
- **701.05** – Decrease PPM by \$80,486.89 to \$107,839.79 and carry over \$26,321.71 from balance of 2011/12 OWP Proposition 84 funds;
- **701.06** – Add \$22,887.23 in PPM and decrease State Planning and Research (SPR) by \$3,221.46 to \$166,778.54 to coincide with actual expenditures; and
- **705.03** – Decrease Proposition 84 by \$11,512.50 to \$23,487.50 and decrease SRP by \$17,365.25 to \$42,634.75 to coincide with actual expenditures.

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

PASSED AND ADOPTED this 20th day of December, 2012, by the SRTA.

____

Leonard Moty, Chair
Shasta Regional Transportation Agency