



STAFF REPORT

MEETING DATE:	February 29, 2024
SUBJECT:	Review Draft Work Elements and Planning Budget for the Fiscal Year 2024/25 Overall Work Program
AGENDA ITEM:	12
STAFF CONTACT:	Michael Kuker, Senior Transportation Planner

SUMMARY:

The Overall Work Program (OWP) is the agency's annual application for federal and state formula planning grant funds and work plan. Preliminary regional planning priorities, approved in December, have been used to draft work elements and a planning budget for the Fiscal Year (FY) 2024/25 OWP. Feedback provided by the SRTA Board of Directors, state and federal funding partners, member agencies, and the public will inform the final OWP which will be presented to the board of directors for adoption in April.

STAFF RECOMMENDATION:

It is recommended that the board of directors review the draft FY 2024/25 Overall Work Program (Attachment A) and provide feedback to staff on the proposed work plan.

DISCUSSION:

The OWP describes the agency's planning activities and budget. SRTA's core planning and programming functions are funded first, including the regional transportation plan (RTP) and supporting activities; public, interagency, and intergovernmental (Tribal) engagement and consultation; transportation improvement programs; public transportation planning and administration; active transportation planning (including Complete Streets), and the OWP. The board of directors may then direct funds to other eligible transportation planning activities and to local agencies or other eligible applicants for planning efforts that support implementation of the RTP. The OWP is then submitted to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Caltrans for approval to receive funding.

Each year the OWP is developed and presented to the board of directors in phases, as noted below.

ANNUAL OWP DEVELOPMENT TIMELINE

Board of Directors Meeting Date	Staff Presentation	Recommendation
December	Proposed regional planning priorities	Approve
February	Draft work element worksheets and planning budget	Review and provide feedback
April	Final and complete OWP	Adopt

This year, staff undertook a major revision of the appearance, structure, and content of the document to enhance readability, simplify SRTA's internal and interagency review process, better align with federal planning guidelines, and to address federal/state comments on information requested to be included. Staff is therefore providing the entire draft OWP document for review rather than just the work element sheets.

FY 2024/25 Work Elements and Planning Budget – The board of directors, state, and federal funding partners, member agencies, Federal Land Management Agencies, Tribal governments, and the public are invited and encouraged to provide comments on the draft work program and budget (Attachment A) through April 1, 2024. In summary, draft work element worksheets address the following needs:

- Core planning and programming functions – Essential activities required to receive state and federal funding, such as the RTP, OWP, public outreach, transportation improvement programs, active transportation planning (including Complete Streets), and public transportation planning and administration.
- Carryover work elements – Prior funded and board-approved special planning projects that will not be completed by June 30, 2024, include the State Route 273 Comprehensive Multimodal Corridor Plan (Work Element 707.09A); the North State Intercity Bus-to-Rail Plan (Work Element 707.10); the Pit River Tribe Long-Range Transportation Plan Update (Work Element 707.11); Low Stress Shasta (Work Element 701.16); Shasta Planning Data Dashboard (Work Element 705.06); and Regional Transit Service Planning and Implementation (Work Element 701.17)
- New work elements – The following new work elements are proposed for inclusion in the FY 2024/25 OWP:
 - Regional Freight Plan – FY 2024/25 Sustainable Communities Strategy (SCS) Development and Support (Work Element 701.18) – Funding comes from FY 2024/25 SB1 formula planning funds which are allocated to SRTA for activities that support implementation of the 2022 RTP/SCS. This work focuses on developing a regional freight plan that builds off prior efforts, will include updating regional data, and identifying future improvements and corridors of interest, including rural freight corridors.
 - Low-Stress Shasta Grant (Tentative) (Work Element 703.07) – This project builds off two previous planning efforts (Sustainable Shasta and Shasta Trunk Lines) which have brought over \$39 million in discretionary capital grant funds to the region. Low-Stress Shasta will support local agencies in preparing the next set of capital grant-ready active transportation projects for discretionary grants. If funded, it would provide technical support reflective of prior efforts versus the reduced scope of work performed for the current grant cycle. An application for competitive Sustainable Transportation grant funds was submitted to Caltrans in January 2024 to fund this effort.

Additionally, an overview of how the draft work elements address the board of directors' FY 2024/25 regional planning priorities (Attachment B), approved in December 2023, is included. Feedback received

at the February board of directors meeting or delivered to SRTA prior to April 1, 2024, will be considered in the final and complete FY 2024/25 OWP, which will be presented to the board of directors in April for adoption.

SRTA's Planning and Administration Budget – The estimated FY 2024/25 budget of \$5,974,366 covers SRTA's costs for personnel, indirect expenses, services and supplies, consultants, and pass-through funds to subrecipients. By comparison, this is \$167,724 more than the original FY 2023/24 OWP planning and administration budget adopted in April 2023. This is due to anticipation of receiving new state competitive planning funds and carryover projects based on updated project schedules.

ALTERNATIVES:

The board of directors may direct staff to modify any element to the draft FY 2024/25 work program and budget, provided such changes are consistent with available funding and eligible activities.

OTHER AGENCY INVOLVEMENT:

Caltrans, FHWA, and FTA held a statewide meeting on November 9, 2023, to provide an overview of expectations for development of OWPs for FY 2024/25. Staff met with the state and federal funding partners on January 29, 2024, to discuss planning priorities, estimated funding apportionments, and receive technical guidance specific to SRTA's FY 2024/25 OWP. The Technical Advisory Committee (TAC) met on February 15, 2024, to review and discuss the draft OWP.

FISCAL IMPACT:

The draft FY 2024/25 budget is consistent with federal and state planning funding estimates. A final FY 2024/25 OWP and budget will be provided at the April board of directors meeting.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Draft FY 2024/25 Overall Work Program: www.srta.ca.gov/148/Overall-Work-Program

B: Overview of How Regional Planning Priorities Have Been Incorporated into the Draft FY 2024/25 OWP

Attachment B:

Overview of How Regional Planning Priorities Have Been Incorporated into the Draft FY 2024/25 OWP

FY 2024/25 Regional Planning Priorities (Approved in Dec 2023)	Work Element(s)	Fiscal Year End Deliverables and Outcomes
Safety, Resiliency, Mobility, and Efficiency on Regionally Significant Corridors –	707.09A (SR 273 Comprehensive Multimodal Corridor Plan); 707.01 (Corridor Studies and Project Review); 707.04 (Goods & Freight Movement	• Final Envision 273 Comprehensive Multimodal Corridor Plan, including prioritized list of recommended projects.
Goods and Freight Movement –	707.09A (SR 273 Comprehensive Multimodal Corridor Plan); 707.01 (Corridor Studies and Project Review); 707.04 (Goods & Freight Coordination and Planning)	• Final Envision 273 Comprehensive Multimodal Corridor Plan. • Improved coordination with local/regional partners. • Fix 5 Cascade Gateway Funding programmed.
Data and Performance Based Planning –	705.02 (GIS Applications); 705.05 (Travel Demand Model); 705.06 (Shasta Planning Data Dashboard)	• New on-call GIS consultant. • Model runs in support of other Work Elements as requested. • Staff training on updated travel demand model. • Progress on development of data dashboard, including stakeholder engagement, data collection, advisory committee meetings, and preliminary dashboard development.
Active Transportation –	703.01 (Active Transportation Planning); 701.17 (Low Stress Shasta); 703.07 (Low Stress Shasta Grant)	• Ongoing technical support for active transportation capital projects in the region. Grant applications for suitable programs. Public engagement.
Enhanced Delivery of Public Transportation –	701.17 (Regional Transit Service Planning and Implementation); 706.02 (Public Transportation Planning and Coordination); 708.03 (TDA Management); 708.04 (RABA and CTSA Administration); and non-OWP activities (i.e., administration of regional transit funds and ShastaConnect operations)	• Unmet Transit Needs Findings. • ShastaConnect ZEV Rollout Plan. • On-demand and complementary paratransit consolidation evaluation. • Single fare system evaluation.
Zero Emission Vehicle (ZEV) Infrastructure Planning –	706.02 (Public Transportation Planning and Coordination); 706.06 (Greenhouse Gas Emission Reduction Programs); 707.03 (Alternative Fuels Vehicle Planning); 707.10 (North State Passenger Rail Study); and 701.02 (SB 125 TIRCP/ZETCP Administration)	• State Purchasing Agreement for Hydrogen Fuel Cell Motorcoach, including reallocation of 2018 TIRCP award with new scope of work. • Participation in California Intercity Bus Study leading to FTA 5311 (f) grant application and state/Amtrak funding for operations. • Final North State Bus to Rail Plan.

Summary of How Regional Planning Priorities Have Been Incorporated into the Draft FY 2024/25 OWP
Item 15, Attachment B

Improved Public Engagement with the Planning Process –	704.01 (Public Information and Participation) and 705.06 (Shasta Planning Data Dashboard)	• Website refresh. • Improved social media strategy.
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