

STAFF REPORT



MEETING DATE:	December 13, 2016
SUBJECT:	Approve Amendment #2 to SRTA's Fiscal Year 2016/17 Budget
AGENDA ITEM:	15
STAFF CONTACT:	Sean Tiedgen, AICP, Senior Transportation Planner

SUMMARY:

The SRTA Fiscal Year (FY) 2016/17 budget was adopted on April 26, 2016. Amendment #2 is needed to reflect changes to project scopes of work and to reallocate Federal Highway Administration planning funds (FHWA PL) in response to a recent Caltrans' policy shift regarding carryover fund balance.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Amendment #2 to SRTA's FY 2016/17 budget pursuant to Resolution 16-12, increasing both budget revenues and expenditures by \$139,650.

DISCUSSION:

SRTA's annual budget covers all agency activities, including planning activities, road capital projects, non-motorized projects, transit operations, and building ownership. The SRTA FY 2016/17 budget totals \$14,177,326. Amendment #2 will increase budget revenues and expenses by \$139,650. Most of SRTA's revenues are acquired on a reimbursement basis making revenues track evenly with expenses.

The OWP is a subset of the SRTA budget and covers only planning activities. SRTA is allowed under federal policy to maintain a FHWA PL reserve for planning activities, however Caltrans is now making reserve balances a consideration in awarding planning grant funds – with high balances having a negative effect. SRTA's FHWA PL reserve has been consistently high the last few years due to: annual fluctuations of core planning project needs (i.e. Regional Transportation Plan and Transportation Improvement Program cycles); projects taking longer to deliver, combined with aggressive budgeting practices; use of PL funds as the agency's operating reserve; and successful awards of competitive planning grants.

Based on Caltrans' recent comments, staff has identified projects where FHWA PL reserves can be used in place of other fund sources currently programmed. Staff is working on a two-year budget plan to reduce FHWA PL carryover funds to a level considered acceptable by Caltrans (100% of our annual allotment or approximately \$580,000). The move to budget PL reserves will free up a like amount of other fund sources that can then be held for the SRTA operating reserve.

Amendment #2 also involves changes to some work elements, including changes to a portion of the freight hub study project's scope of work (Work Element 707.04) and the inclusion of the planning phase of the Sunday transit service demonstration project (Work Element 706.02). Minor narrative clarifications to work tasks and deliverables have also been made. Amendment #2 will increase the budget by \$139,650, primarily due to acceleration of consultant costs for the

GoShasta Active Transportation Plan project and the addition of the Sunday transit service demonstration project.

ALTERNATIVES:

The board of directors may modify Amendment #2 to the SRTA FY 2016/17 budget, provided that such changes are consistent with the terms of applicable funding agreements.

OTHER AGENCY INVOLVEMENT:

Caltrans District 2, the Federal Highway Administration, and the Federal Transit Administration approve formal OWP amendments. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation.///*

FINANCING:

Amendment #2 increases the SRTA FY 2016/17 budget for planning activities by \$139,650 as shown in Attachments B and C. All changes are highlighted in yellow in the attached worksheets and summarized in the attached resolution.

Daniel S. Little, AICP, Executive Director

Attachments:

- A: Resolution Number 16-12: Amendment #2 to SRTA's Fiscal Year 2016/17 Budget and OWP
- B: Amended OWP Budget Worksheets (changes highlighted)
- C: Amended SRTA Comprehensive Fiscal Year 2016/17 Budget (changes highlighted)

Attachment A

RESOLUTION



RESOLUTION NUMBER:	16-12
SUBJECT:	Amendment #2 to SRTA's Fiscal Year 2016/17 Budget and Overall Work Program

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

WHEREAS, SRTA maintains an annual budget, a subset of which constitutes the OWP pursuant to State and Federal requirements; 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 #2 to the FY 2016/17 OWP, for a net increase of \$139,650, to coincide with the most current projected expenditures and revenues with the following changes by fund source:

<u>Fund Source:</u>	<u>Amount:</u>
• Federal Planning:	(\$68,679)
• Federal Planning Carryover:	\$163,536
• Local Transportation Fund:	(\$58,510)
• Planning, Programming and Monitoring (PPM):	(\$37,716)
• Non-Motorized Grants:	\$51,091
• Federal Transit Administration (FTA) 5303:	(\$2,274)
• Federal Transit Administration (FTA) 5303 Carryover:	\$86,453
• Safe Routes to School (SRTA):	(\$207)
• North State Super Region:	\$5,956

BE IT FURTHER RESOLVED that Amendment #2 results in a total FY 2016/17 OWP budget of \$3,090,603 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2;

BE IT FURTHER RESOLVED that Amendment #2 results in a change in estimated revenue and expenses due to reallocation of federal planning funds to various work elements, changes in scope of work for SRTA's freight study project and addition of a Sunday transit service

demonstration project, resulting in a net increase of \$139,650 in both revenue and expenses to SRTA's FY 2016/17 budget and OWP.

PASSED AND ADOPTED this 13th day of December, 2016, by the Shasta Regional Transportation Agency.

Leonard Moty, Chair
Shasta Regional Transportation Agency

DRAFT

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY - Summary of 2016/17 Overall Work Program Funding Requirements															
Work Element	Description	FHWA PL 100%	State Toll Credits 11.47%	FHWA PL C/O 100%	FTA 5303 100%	FTA 5303 Carryover 100%	FTA 5311(f) 100%	LTF 100%	TDA 100%	PPM 100%	Non-Motorized Grants 100%	Other (NCSR, Shasta Coll) 100%	Reimb. & Planning Grants 100%	SKTS 100%	Total By Fund Source Proof
701	System Planning	Excluded from Totals													
701.01	Regional Transportation Plan	135,894	15,587												135,894
701.03	Performance Measures	23,178	2,658												23,178
701.09	Air Quality		573	4,992											4,992
701.11	Transp Data Collection & Reporting	90,381	10,367												90,381
	Total Work Element 701	249,452	29,185	4,992	0	0	0	0	0	0	0	0	0	0	254,444
702	Work Program and Administration														
702.01	Transportation Improvement Programs	77,625	8,904												77,625
702.02	Overall Work Program	102,796	11,791												102,796
702.03	Grant Writing and Technical Assistance							51,483							51,483
	Total Work Element 702	180,421	20,694	0	0	0	0	51,483	0	0	0	0	0	0	231,905
703	Non-Motorized														
703.01	Active Transportation Planning									98,110			0		98,110
703.04	GoShasta ATP		13,744	119,826							270,000				389,826
	Total Work Element 703	0	13,744	119,826	0	0	0	0	0	98,110	270,000	0	0	0	487,936
704	Public and Agency Participation														
704.01	Public Information & Participation		9,161	79,872				19,968							99,840
	Total Work Element 704	0	9,161	79,872	0	0	0	19,968	0	0	0	0	0	0	99,840
705	Technology Applications														
705.01	ITS Planning & Development									16,659					16,659
705.02	GIS Applications		13,927	121,422								2,000	70,300		193,722
705.05	Regional Modeling		5,364	46,761											46,761
	Total Work Element 705	0	19,291	168,183	0	0	0	0	0	16,659	0	2,000	70,300	0	257,142
706	Public Transportation Planning														
706.02	Public Transportation Plng & Coord		19,948	106,348	68,715	99,298	16,700			12,866					303,927
706.06	Public Transportation Support		1,620	14,123											14,123
	Total Work Element 706	0	21,568	120,471	68,715	99,298	16,700	0	0	12,866	0	0	0	0	318,050
707	Special Projects														
707.01	Corridor Studies & Project Review		4,282	37,334											37,334
707.02	Safe Routes to School Grant													175,974	175,974
707.03	PEV Planning & Policy		6,031	52,577								2,000			54,577
707.04	Freight & Goods Movement Plng	61,637	7,070							34,528			55,059		151,224
	Total Work Element 707	61,637	17,383	89,911	0	0	0	0	0	34,528	0	2,000	55,059	175,974	419,109
708	Manage Transportation Development Act														
708.03	Transportation Development Act							125,656							125,656
708.04	Transit and CTSA Agency Administration							36,619	554,000						590,619
	Total Work Element 708	0	0	0	0	0	0	162,275	554,000	0	0	0	0	0	716,275
800	Other														
801.01	North State Super Region											8,901			8,901
	Total Work Element 800	0	0	0	0	0	0	0	0	0	0	8,901	0	0	8,901
900	Local Agency Projects														
901.01	Hilltop Dr Corridor Signal		4,588	40,000											40,000
901.02	Victor Ave Corridor Phasing		8,029	70,000											70,000
902.01	Cascade Blvd Sustainable Development		9,750	85,000											85,000
902.02	Micro-Transit Analysis		4,875	42,500											42,500
905.01	Capital Imp & Transit Modernization		6,825	59,500											59,500
	Total Work Element 900	0	34,066	297,000	0	0	0	0	0	0	0	0	0	0	297,000
Total of Budget by Fund Source		491,511	165,091	880,255	68,715	99,298	16,700	233,727	554,000	162,163	270,000	12,901	125,359	175,974	3,090,603

Planning/Administration Funds by Jurisdiction

	SRTA	491,511	155,063	583,255	68,715	99,298	16,700	233,727	0	162,163	270,000	12,901	125,359	10,974	2,074,603
	RABA Administration								530,000		0				530,000
	City of Redding	0		110,000							0				110,000
	Shasta Lake City	0		127,500							0				127,500
	SSNP			59,500							0				59,500
	Cty of Shasta- Health & Human Services										0		165,000		165,000
	County of Shasta- TDA Administration								24,000		0				24,000
	Total Plng/Admin Funds by Juris.	491,511	155,063	880,255	68,715	99,298	16,700	233,727	554,000	162,163	270,000	12,901	125,359	175,974	3,090,603

Capital Infrastructure & Transit Agency Operations

Description	RTSP	LTF	STA	LCTOP	Carryover	Total By Fund Source Proof									
RSTP Streets & Roads	1,618,729														1,618,729
LTF Streets & Roads		4,540,027													4,540,027
LTF Transit Operation		1,296,000													1,296,000
STA Transit Operation			800,000												800,000
SRTA		0													0
Low-Carbon Transit Oper Program 14-15				37,319											37,319
Low-Carbon Transit Oper Program 15-16				74,291											74,291
Low-Carbon Transit Oper Program 16-17				182,537											182,537
CTSA		279,549													279,549
Rural Non-motorized 15-16		393,482													393,482
Rural Non-motorized 14-15		18,036													18,036
Rural Non-motorized 16-17		275,000													275,000
2% TDA Bike & Pedestrian Program 13-14		62,035													62,035
2% TDA Bike & Pedestrian Program 14-15		133,220													133,220
2% TDA Bike & Pedestrian Program 15-16		53,051													53,051
2% TDA Bike & Pedestrian Program 16-17		150,000													150,000
Total Operational and Capital	1,618,729	7,200,400	800,000	294,147	0	0	0	0	0	0	0	0	0	0	9,913,276

Reconciliation of OWP Expenditures to Overall Budget OWP Expenditures	
Expenditures per OWP	3,090,603
Add: Suite 101/102 Rental Expenses not in OWP	40,143
Less: TDA Administration not in Overall Budget	(554,000)
2014-15 IDC Carryover	(117,054)
Expenditures per Overall Budget OWP Expenditures	2,459,692

Attachment B

WORK ELEMENT 700.98**Indirect Cost PTO**

Agency: SRTA Total Budget: 59,184.00

ESTIMATED EXPENDITURE AND ICAP SUPPORT: FY 2016/17

Services & Supplies		Total Expenditures			
Shasta RTA	Amount (\$)				
DIRECT PTO SALARIES	59,184			59,184	
TOTAL	59,184			59,184	

Previous Accomplishments

New Work Element

Objective

To record paid time off in a separate work element.

Discussion

Caltrans requires that paid time off be separately recorded and reported.

Product 1: Indirect Cost PTO

Task/Activity		Resp. Agency	Schedule
1.1	Record paid time off	SRTA	Jul - Jun

WORK ELEMENT 700.99**Indirect Cost Allocation Plan**

Agency: SRTA

Total Budget: 635,953.96

ESTIMATED EXPENDITURE AND ICAP SUPPORT: FY 2016/17

Services & Supplies		Total Expenditures			
Shasta RTA	Amount (\$)			INDIRECT	
Building Occupancy:					
Depreciation (Suite 202)	49,200			49,200	
Interest	26,000			26,000	
Insurance	3,000			3,000	
Repairs	2,000			2,000	
Janitorial	3,500			3,500	
Elevator	600			600	
Landscape	1,600			1,600	
Taxes	200			200	
Security	2,500			2,500	
Utilities	14,000			14,000	
Communication	8,000			8,000	
Depreciation	7,800			7,800	
Books and Educational Materials	1,000			1,000	
Office Supplies	5,000			5,000	
Computer Support	22,000			22,000	
Dues/Subscriptions	4,500			4,500	
Postage	2,000			2,000	
Educational Training	1,000			1,000	
Miscellaneous	1,000			1,000	
Repairs and Maintenance	1,000			1,000	
Software	6,000			6,000	
Travel	3,000			3,000	
Licenses	500			500	
Meetings	2,000			2,000	
Insurance	7,000			7,000	
Audit/Actuarial Services	7,000			7,000	
Legal Services	3,000			3,000	
Personnel Services	7,000			7,000	
Small Office Equipment	6,000			6,000	
Conference/training	3,000			3,000	
Sub Total	200,400			200,400	
INDIRECT SALARIES & BENEFITS	376,370			376,370	
NOTE - General Administration, office functions and allocable staff costs not directly attributable to specific work elements (Per ICAP filing).					
PTO (WE 700.98)	59,184			59,184	
TOTAL	635,954			635,954	

Previous Accomplishments

Annual indirect cost allocation plan and indirect cost rate proposal was generated and approved.

Objective

To document and justify indirect cost activities related to the organization's functions operating as an independent MPO.

Discussion

In order for indirect cost to be eligible for reimbursement, an indirect cost allocation plan is required. Expenses are allocated proportionally against all funding sources that allow for indirect costs based on salaries and wages budgeted under each work element.

Product 1: Indirect Cost Allocation Plan Administration

Task/Activity		Resp. Agency	Schedule
1.1	Payment to vendors for non-consultant services, including office services, rent and utilities. Also includes membership dues for professional planning accreditation (American Planning Association) and other associations as warranted.	SRTA	Jul-Jun
1.2	Prepare and file reports with funding agencies		
1.3	Implement SRTA Personnel Policies including preparation of employee evaluations		
1.4	Maintain and administrate SRTA benefit programs		
1.5	Prepare reports for management		
1.6	Prepare annual fiscal reports		

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

Agency: SRTA

Total Budget: \$ 135,894

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	\$ 49,488	\$ 58,718	\$ 108,206	\$ 12,411		
Services & Supplies	\$ 1,500		\$ 1,500	\$ 172		
Human Resources	\$ 1,188		\$ 1,188	\$ 136		
EIR Consultant (TBD)	\$ 25,000		\$ 25,000	\$ 2,868		
TOTAL	\$ 77,176	\$ 58,718	\$ 135,894	\$ 15,587		

Previous Accomplishments

The 2015 RTP and environmental impact report was adopted in June 2015. Included for the first time was a Sustainable Communities Strategy (SCS) approved by the California Air Resources Board (October 2015) pursuant to SB 375.

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 routinely updated. The SRTA Board of Directors took action in December 2014 to move from a five-year update cycle to every four years in order to align with local agency updates to their general plan housing elements and the Regional Housing Needs Allocation. The RTP was updated in 2015 and included a new component called a Sustainable Communities Strategy pursuant to Senate Bill 375, which identified a set of strategies that, if implemented, would help the region meet its SB 375 greenhouse gas emissions reduction target. The RTP will be updated in 2018 and every fourth year thereafter. New MAP-21 provisions (expected to be in effect in 2016) must be included in the RTP, including state and/or regional performance targets and new items related to transit services. Pursuant to the California Environmental Quality Act (CEQA), the agency is required to prepare an Environmental Impact Report (EIR) for the RTP.

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 RTP management, maintenance, and progress reports

Task/Activity	Resp. Agency	Schedule
1.1 Routinely evaluate agency progress toward the 2015 RTP vision and accompanying goals, objectives, and implementation strategies and report to board of directors.	SRTA	Jul - Jun
1.2 Create web maps showing completed RTP projects, short-term anticipated projects, and future planned projects. As appropriate, link performance metrics to individual and/or grouped projects.		As needed
1.3 Participate in ARB SB 375 Target Update process and develop updated regional GHG target for year 2035.		Jul - Dec

Product 2: 2015 RTP implementation, including SCS

Task/Activity	Resp. Agency	Schedule
2.1 Cultivate RTP priority projects for capital funding. Cultivate projects that implement the Sustainable Communities Strategy, including infill and redevelopment projects to compete for capital funding opportunities. Includes interagency and private sector communication and coordination.	SRTA	Jul - Jun
2.2 Participate in interagency meetings that support the implementation of the RTP/SCS, including: California Transportation Plan Policy Advisory Committee, Strategic Highway Safety Plan, local jurisdiction council/board meetings, and/or similar such meetings.		
2.3 Manage GreenDOT contract, including review of invoices and progress made on deliverables. Provide technical assistance to local agencies on grant applications.		

Product 3: 2018 Regional Transportation Plan and Sustainable Community Strategy (RTP/SCS)			
Task/Activity		Resp. Agency	Schedule
3.1	Collect and incorporate updated travel, land use, and other relevant data. Update maps, exhibits, and forecasts for land use and sociodemographic information.	SRTA	Jul-Apr
3.2	Review and update RTP as appropriate for consistency with federal, state and local plans, programs or policies.		
3.3	Update RTP performance measures to be consistent with MAP-21 state and regional targets, developed under WE 701.03.		
3.4	Update transportation project lists		
3.5	Incorporate Transit Asset Management Plans prepared by transit agencies		
3.6	Conduct analysis of State of Good Repair needs and investments		
3.7	Conduct scenario testing using ShastaSIM and TBEST models		
3.8	Prepare Draft 2018 RTP/SCS		Feb - Jun (and into next Fiscal Year)
Product 4: 2018 RTP/SCS Environmental Impact Report			
Task/Activity		Resp. Agency	Schedule
4.1	Administer procurement process for EIR consultant(s).	SRTA	Jul-Jun (and into next Fiscal Year)
4.2	Manage EIR consultant contract.		
4.3	Prepare and distribute Draft RTP EIR consistent with state law. Conduct public outreach including necessary public hearings. Review and respond to public comments.	SRTA/ Consultant	

WORK ELEMENT 701.03**Performance Measures**

Agency: SRTA

Total Budget:

\$ 23,178

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	\$ 9,807	\$ 11,636	\$ 21,442	\$ 2,459		
Services & Supplies	\$ 1,500		\$ 1,500	\$ 172		
Human Resources	\$ 235		\$ 235	\$ 27		
TOTAL	\$ 11,542	\$ 11,636	\$ 23,178	\$ 2,658	\$ -	\$ -
Previous Accomplishments						
Monitored the development of MAP-21 performance-based planning, including federal rulemakings on performance measures. Monitored and participated in the development of 2016 Regional Transportation Improvement Program (RTIP) performance indicators and measures. Developed potential regional performance measures for use in the 2015 RTP (to be refined based on the ongoing development of MAP-21 performance-based metrics and statewide goals). Initiated a regional technical advisory committee to advise on development of performance measures and targets.						
Objective						
Develop and maintain performance metrics in support of planning, decision-making, regulatory compliance, and transportation funding.						
Discussion						
The use of performance measures has increased in recent years beyond traditional measures of traffic operations. New measures were introduced by the passage of the federal transportation bill (MAP-21) in 2012 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. State goals and targets will be developed one year after FHWA/FTA implementation of performance measures (anticipated in 2016). MPOs must develop regional targets within six months of state target adoption.						
Note: Consultant support using travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.						
Product 1: Transportation Performance Measures for the Shasta County Region						
Task/Activity				Resp. Agency	Schedule	
1.1	Review final federal performance measure rulemakings including established targets, required data sources and methodologies for developing, quantifying and reporting on regional targets.			SRTA	Jul - June	
1.2	Participate in technical work groups and training related to the development of performance measures, goals, and targets for California.					
1.3	Organize and conduct meetings of a new technical advisory committee comprised of SRTA, Caltrans, and local agency participants to assist SRTA in developing regional goals and targets. Prepare agendas, host regular meetings, and document input.					
1.4	Refine draft regional performance measures developed for 2015 RTP/SCS and technical methodology.					
1.5	Conduct public outreach and present draft measures to SRTA Board of Directors.					
1.6	Develop web-based performance measure reporting tool.					
1.7	Adopt final regional MAP-21 and FAST Act performance measure targets for the Shasta County region (adoption of final targets dependent on timing of Caltrans adoption of statewide targets).				TBD	
Product 2: Performance Measures Technical Advisory Committee						
Task/Activity				Resp. Agency	Schedule	
2.1	Review performance measure targets, assist in identifying data collection gaps/challenges and developing collaborative solutions, and provide input on reporting tools.			Caltrans D2, Redding, Anderson, Shasta Lake, Shasta County, SCAQMD	As needed	

WORK ELEMENT 701.09**Air Quality**

Agency: SRTA

Total Budget: \$ 4,992

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA C/O	Toll Credits		
Personnel	\$ 2,077	\$ 2,465	\$ 4,542	\$ 521		
Services & Supplies	\$ 400		\$ 400	\$ 46		
Human Resources	\$ 50		\$ 50	\$ 6		
TOTAL	\$ 2,527	\$ 2,465	\$ 4,992	\$ 573	\$ -	\$ -
Previous Accomplishments						
Monitored regional air quality reports. Tracked EMFAC model changes.						
Objective						
To monitor harmful air emissions in Shasta County and initiate strategies needed to comply with state and federal air quality standards.						
Discussion						
Transportation is the single largest source of atmospheric emissions in California. Shasta County is currently attainment status for federal air quality standards, but this may change as population and travel demand grows. SRTA must monitor trends, measure impacts, and coordinate planning with Shasta County AQMD, Caltrans, and the California Air Resources Board (ARB). In addition to public health impacts, air quality is directly tied to transportation funding decision-making. ARB maintains the statewide mobile source emissions inventory software tool (Emissions FACTors or 'EMFAC') for estimating emissions from on-road vehicles from travel demand models. Periodic updates are provided and training becomes necessary.						
Product 1: Regional air quality planning						
Task/Activity					Resp. Agency	Schedule
1.1	Interagency coordination, including monitoring and communications with Shasta County Air Quality Management District (AQMD) and the California Air Resources Board.				SRTA	As needed
1.2	Monitor federal air quality reports and related state/federal legislation and take action as appropriate.					
1.3	Initiate strategies needed to comply with state and federal air quality standards.					
Product 2: Regional air quality modeling capacity						
Task/Activity					Resp. Agency	Schedule
2.1	Participate in web-based training for SRTA staff operation of the EMFAC model.				SRTA	As needed
2.2	Participate in statewide EMFAC model update workgroups and provide input as needed.					
2.3	Integrate updated releases of EMFAC model with SRTA's activity-based travel demand model.					
Product 3: SRTA Staff-performed EMFAC Post-Processing						
Task/Activity					Resp. Agency	Schedule
3.1	EMFAC post processing performed by SRTA staff in support of planning and decision-making processes. Deliverables include emissions outputs and technical analysis. <i>Note: consultant-performed post-processing is performed under WE 705.05.</i>				SRTA	As needed

WORK ELEMENT 701.11**Transportation Data Collection and Reporting**Agency: **SRTA** Total Budget: \$ **90,381****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17**

EXPENDITURES		Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements					
	Direct	Indirect	FHWA	11.47% Toll Credits	
Shasta RTA					
Personnel	\$ 9,039	\$ 10,725	\$ 19,764	\$ 2,267	
Services & Supplies	\$ 400		\$ 400	\$ 46	
Travel data purchase	\$ 40,000		\$ 40,000	\$ 4,588	
Human Resources	\$ 217		\$ 217	\$ 25	
Consultant	\$ 30,000		\$ 30,000	\$ 3,441	
TOTAL	\$ 79,656	\$ 10,725	\$ 90,381	\$ 10,367	\$ - \$ -

Previous Accomplishments

SRTA submitted transportation data aggregated from local agencies for 2014 Highway Performance Measuring System (HPMS) reporting and supported local agencies in responding to the California Local Streets and Roads Assessment. The most recent transportation data will be incorporated into the region's activity-based travel demand model for the 2018 RTP.

Objective

To coordinate transportation data collection in support of transportation planning and programming activities, and performance measure tracking.

Discussion

There is a backlog of transportation infrastructure needs at all levels. Accounting and reporting these needs requires traffic counts, pavement condition assessments, safety statistics, and other transportation data and analyses. Results are utilized to validate travel demand modeling data and to develop transportation improvement plans. The Highway Performance Monitoring System (HPMS) is a federally-mandated, nationwide program that provides information on the extent, condition, performance, usage, and operating characteristics of the nation's highways. Data collected for any road open to public travel are reported in HPMS. Caltrans annually requests data from all MPOs and local agencies. Additional information is provided via the Caltrans HPMS website (<http://www.dot.ca.gov/hq/tsip/hpms/>) and outlined in the 'Instructions for Updates, Including the HPMS Data Items dated March 2011. Actual monitoring is conducted by local agencies. Data is also submitted for the California Local Streets and Roads Statewide Needs Assessment in order to quantify transportation system deficiencies and support appropriate funding levels. Collected data is utilized by SRTA for reporting on upcoming federal transportation bill (MAP-21) performance measures.

Product 1: Regional Traffic Count Program

Task/Activity	Resp. Agency	Schedule
1.1 Develop new regional traffic count program for the collection of necessary data for: HPMS reporting; performance measure development and tracking; travel demand modeling; and other planning and programming activities.	SRTA	Jul - Aug
1.2 Prepare scope of work and issue RFP for acquiring consultants for multi-year contract.		Aug-Sept
1.3 Execute and manage consultant contract.		Oct - Jun
1.4 Develop data collection schedule, collect traffic counts, summarize results in a report and provide data in a database format consistent with HPMS reporting format requirements.	Consultant	Oct - Jun
1.5 Review traffic count data and perform analysis; distribute counts to regional partners; prepare data for use in regional travel model (ShastaSIM), and provide data as a simple web-based mapping tool.	SRTA	Feb - Jun

Product 2: HPMS reports to Caltrans

Task/Activity	Resp. Agency	Schedule
2.1 Receive and review minutes from Traffic Operation Coordination meetings and respond/follow-up as necessary.	SRTA	Quarterly
2.2 Compile traffic count data collected from consultant, local agencies and Caltrans.		Dec-Jan
2.3 Update regional HPMS database and submit to Caltrans Headquarters.		Jan-Feb

Product 3: Interagency Participation

Task/Activity	Resp. Agency	Schedule
3.1 Participate in interagency meetings related to US Census data collection, the Census Transportation Planning Products (CTPP), HPMS reporting, and other transportation data efforts that support planning and programming activities.	SRTA	As needed

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

Agency: SRTA

Total Budget: \$ 77,625

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	\$ 32,583	\$ 38,660	\$ 71,243	\$ 8,172		
Services & Supplies	\$ 5,600		\$ 5,600	\$ 642		
Human Resources	\$ 782		\$ 782	\$ 90		
TOTAL	\$ 38,965	\$ 38,660	\$ 77,625	\$ 8,904	\$ -	\$ -
Previous Accomplishments						
Amended the 2015 Federal Transportation Improvement Plan (FTIP) and prepared 2017 FTIP using California Transportation Improvement Program System (CTIPS). Prepared 2016 Regional Transportation Improvement Program (RTIP). Executive director has been granted authority to approve both administrative modifications, and formal amendments, to the FTIP.						
Objective						
To develop candidate projects for transportation programming needs under federal, state, and local transportation improvement programs consistent with the RTP and fiscal constraints.						
Discussion						
The FTIP is a four-year program of transportation improvements based on long-range transportation plans (23 USC Section 134 (c)(j)) and (23 CFR 450.324) and is updated by September of even-numbered years. Transportation improvement programs (TIPs) are designed to achieve Regional Transportation Plan (RTP) goals and objectives via transportation spending, operations, and management. The FTIP ensures that these activities are carried out in cooperation with federal, state, local and tribal governments, transit agencies, community stakeholders, and the general public. Development of these programs adhere to the adopted Public Participation Plan. Amendments are routinely needed to reflect changes to federal programs, transportation funding levels, and local agency priorities. Amendments are reviewed for consistency with the RTP and fiscal constraints and submitted to the funding agencies for approval. The RTIP is a five-year program of projects using State Transportation Improvement Program (STIP) funds and updated by December of odd-numbered years. RTIP projects are approved as part of the STIP by the California Transportation Commission (CTC).						
Product 1: 2015 FTIP Amendments						
Task/Activity					Resp. Agency	Schedule
1.1	Receive, process, submit, and post FTIP formal amendment requests, including descriptive memo, CTIPS pages, grouped projects summary tables, financial summary tables, and summary of changes table. Formal amendments undergo minimum 14-day public review.				SRTA	Through December, as needed
1.2	Administrative modifications amendments required, or requested, including all of the materials listed in task 1.1. above.					
Product 2: Monitor Implementation of 2016 RTIP						
Task/Activity					Resp. Agency	Schedule
2.1	Attend CTC meetings.				SRTA	Bi-monthly
2.2	Review biennial STIP fund estimate and CTC guidelines.					Jul - Jun
2.3	Meet with local agencies to determine upcoming projects and funding strategies. Seek additional/matching funding for STIP projects.					
2.4	Manage allocations and timely use of funds.					
2.5	Monitor opportunities to include intelligent transportation systems (ITS) strategies and develop candidate projects.					
2.6	Develop, review, and update RTIP performance measures, as needed.					

Product 3: California Federal Programming Group meetings			
Task/Activity		Resp. Agency	Schedule
3.1	Attend CFPG meetings	SRTA	Bi-monthly
Product 4: Implementation of, and Amendments to, 2017 FTIP			
Task/Activity		Resp. Agency	Schedule
4.1	Processing of FTIP submittal to Caltrans and notification of approval, when received.	SRTA	Jun-Aug
4.2	Receive, process, submit, and post FTIP formal amendment requests, including descriptive memo, CTIPS pages, grouped projects summary tables, financial summary tables, and summary of changes table. Formal amendments undergo minimum 14-day public review. Notification to cognizant agencies, and interested individuals, when formal amendments approved.		As needed
4.3	Administrative modifications amendments required, or requested, including all of the materials listed in task 4.2 above.		
Product 5: Development of Consultation Process with Federal Land Management Agencies			
Task/Activity		Resp. Agency	Schedule
5.1	Develop a master list of Federal Land Management Agency contacts for the Shasta region.	SRTA	Jul - Jun
5.2	Schedule and hold meetings to discuss SRTA-FMLA roles, responsibilities, and key decision points for consultation.		
5.3	Prepare draft consultation procedures and distribute for review and comment. Hold follow-up meeting(s), as needed.		
5.4	SRTA adopts FMLA-SRTA Consultation Policy and incorporates it into the Public Participation Plan, for information.		

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

Agency: SRTA

Total Budget: \$ 102,796

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	\$ 46,051	\$ 54,640	\$ 100,691	\$ 11,549		
Services & Supplies	\$ 1,000		\$ 1,000	\$ 115		
Human Resources	\$ 1,105		\$ 1,105	\$ 127		
TOTAL	\$ 48,157	\$ 54,640	\$ 102,796	\$ 11,791	\$ -	\$ -
Previous Accomplishments						
Prior year budget and work plan prepared and adopted; quarterly reports completed, including descriptive summaries of work performed and corresponding budget expenditures; consultation and coordination with state and federal partners regarding the content and ongoing improvement of the OWP document; updated agency policies as appropriate and necessary; maintained and used a full-cost accounting system for fiscal management of US DOT funds; developed and executed sub-recipient cooperative agreements; developed and adopted policy for the distribution of planning funds to local partner agencies. Adopted new Overall Work Program policies and procedures for the agency (Section 2.24.10). Received input from Federal Planning Factors/Planning Emphasis Areas, SRTA Technical Advisory Committee and from the general public to prepare prospective FY 2016/17 planning priorities approved by the board of directors in December 2015. Developed and administered a local agency call for planning projects based on regional, state, and federal priorities.						
Objective						
To develop and administer a comprehensive, coordinated work plan of projects and programs that support implementation of the RTP, short-term transportation improvement programs, California Planning Emphasis Areas, and Federal Planning Factors. To prepare and adopt an agency budget, and annual ICAP rate for the operation of SRTA.						
Discussion						
The OWP is a detailed description of agency work to be accomplished during the fiscal year (July 1 through June 30) and the fund sources to be used to support RTP implementation and the development of short-term transportation improvement programs. The OWP is prepared pursuant to 23 CFR 450.308 and the Regional Planning Handbook prepared by the California Department of Transportation. At a minimum, the OWP includes: a description of the planning activities and products; who will perform the work; anticipated time frame for completing the work; and the budget and source of funds. SRTA receives oversees, and monitors the use of state and federal funding for implementation of the OWP and is therefore required to establish policies and procedures to meet DOT regulations. Cooperative agreements are also executed with partner agencies that jointly undertake work within the OWP.						
Product 1: Closeout of FY 2015/16 OWP and budget						
Task/Activity					Resp. Agency	Schedule
1.1	Prepare prior year certification of expenditures and close out reports for submittal to Caltrans.				SRTA	Jul-Sept
Product 2: Management of FY 2016/17 OWP and budget						
Task/Activity					Resp. Agency	Schedule
2.1	Administer/amend and oversee subrecipient cooperative agreements with local agency subrecipients.				SRTA	On-going
2.2	Track staff hours on work tasks and review budget expenditures.					
2.3	Prepare and submit invoices and quarterly progress reports to Caltrans, including SRTA and sub-recipient activity.					Quarterly
Product 3: FY 2016/17 OWP Amendments						
Task/Activity					Resp. Agency	Schedule
3.1	Prepare staff report and budget documents for SRTA Board of Directors approval (typically 2-3 amendments per year).				SRTA	As needed
3.2	Coordinate with Caltrans District 2 and submit required documentation to Caltrans for federal and state approval.					

Product 4: Prepare FY 2017/18 Overall Work Program			
Task/Activity		Resp. Agency	Schedule
4.1	Annual OWP coordination meeting with Caltrans, FHWA, and FTA.	SRTA	Nov
4.2	Prepare and present FY 2017/18 regional planning priorities for board of directors' approval.		Nov - Dec
4.3	Prepare and distribute local agency call for planning projects based on regional planning priorities, Federal Planning Factors, and California Planning Emphasis Areas. Evaluate proposals.		Dec - Jan
4.4	Update prospectus and prepare draft FY 2017/18 work elements.		Jan - Feb
4.5	Analyze FY 2017/18 SRTA staff and labor needs, allocate staff hours across work elements, and prepare draft budget, including: personnel, services and supplies, consultant work, local agency sub-allocations, and indirect costs.		
4.6	Prepare and present draft FY 2017/18 OWP to board of directors for review and comment.		Feb
4.7	Submit draft FY 2017/18 OWP to state and federal agencies for review and comment.		Mar
4.8	Revise draft 2017/18 OWP to include federal and state comments and recommendations.		
4.9	Prepare and present final FY 2017/18 OWP to board of directors for adoption.		Apr
4.10	Prepare and submit annual sub-recipient cooperative agreements to sub-recipients. File SCAs and issue Notices to Proceed upon full execution.		May
4.11	Submit final FY 2017/18 OWP to Caltrans for state and federal approval.		

WORK ELEMENT 702.03**Grant Writing and Technical Assistance**

Agency: SRTA

Total Budget: \$ 51,483

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	LTF			
Personnel	\$ 9,493	\$ 11,263	\$ 20,756			
Services & Supplies	\$ 500		\$ 500			
Human Resources	\$ 228		\$ 228			
Consultant (Product 2)	\$ 30,000		\$ 30,000			
TOTAL	\$ 40,220	\$ 11,263	\$ 51,483			

Previous Accomplishments

This was introduced as a new work element in FY 2015/16. Previous efforts, including but not limited to the development and support of grant applications through the Affordable Housing & Sustainable Communities (AHSC) program; Transit and Intercity Rail Capital Program (TIRCP); Fostering Advancements in Shipping and Transportation for the Long-term Achievement of National Efficiencies (FASTLANE) program; Transportation Investment Generating Economic Recovery (TIGER) program; and Active Transportation Program (ATP).

Objective

This work element consolidates efforts previously dispersed throughout prior year OWPs to develop new projects, partnerships, and grant applications. Establishing a dedicated grant writing and technical assistance work element and funding it entirely with LTF ensures that federal planning funds are not used to for ineligible activities such as develop capital grant applications. Also, because these are new projects in development, there is typically no dedicated work element yet in place to charge this work. This new work element remedies this issue. Upon award of grants for specific projects, these will be amended into the OWP under their own unique work elements.

Discussion

Transportation funding has transitioned in recent years from predominately formula-based allocations to a highly competitive discretionary funding environment. In addition to newer federal programs such as FASTLANE and TIGER, the State of California has introduced a number of Greenhouse Gas Reduction Fund (GGRF) funded programs that fund capital roadway projects, transit capital and operating projects, and non-motorized planning and capital projects. Furthermore, a number of past funding avenues have been consolidated into ultra-competitive programs such as the Active Transportation Program (ATP). SRTA plays a key role in not only competing directly for such grants, but in assisting local partner agencies in seeking grants for projects that help to implement SRTA's adopted Regional Transportation Plan (RTP). The funding assumptions and performance goals found in the adopted RTP are premised on the successful pursuit of discretionary funding. Due to tight grant program timelines and large variations in work effort required, SRTA maintains a technical services contract with a consultant to augment SRTA staff time.

Product 1: Develop projects to compete effectively for discretionary funding

Task/Activity		Resp. Agency	Schedule
1.1	Track existing and emerging state and federal grant opportunities. Perform research into applicable programs and participate in grant workshops as needed.	SRTA	Jul - Jun
1.2	Communicate with and provide technical assistance to local agencies, human service transportation providers, and private industry partners to identify project needs and align these needs with applicable grant program funding opportunities.		
1.3	Develop project work scopes and organize interagency and community partnerships and resources.		

Product 2: Grant development consultant contract

Task/Activity		Resp. Agency	Schedule
2.1	Administer procurement process for consultant services.	SRTA	Jul - Jun
2.2	Manage consultant contracts, including review of invoices and progress made on deliverables.		
2.3	Consultant work as required to develop grant applications.	Consultant	

WORK ELEMENT 703.01**Active Transportation Planning**

Agency: SRTA

Total Budget \$ 98,110

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	PPM			
Personnel	\$ 43,298	\$ 51,373	\$ 94,671			
Services & Supplies	\$ 2,400		\$ 2,400			
Human Resources	\$ 1,039		\$ 1,039			
TOTAL	\$ 46,737	\$ 51,373	\$ 98,110	\$ -	\$ -	\$ -
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.					

WORK ELEMENT 703.04**GoShasta Active Transportation Plan**

Agency: SRTA

Total Budget: \$ 389,826

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				FHWA	11.47%	
Shasta RTA	Direct	Indirect	ATP	C/O	Toll Credits	
Personnel	\$ 63,256	\$ 75,052	\$ 20,000	\$ 118,308	\$ 13,570	
Services & Supplies	\$ 20,000		\$ 20,000			
Human Resources	\$ 1,518			\$ 1,518	\$ 174	
Consultant	\$ 230,000		\$ 230,000	\$ -		
TOTAL	\$ 314,774	\$ 75,052	\$ 270,000	\$ 119,826	\$ 13,744	\$ -
Previous Accomplishments						
This is a new Work Element.						
Objective						
Develop a regional active transportation plan with regional policies and a program of prioritized active transportation projects from each jurisdiction.						
Discussion						
In response to increased demand for improved facilities for walking and cycling, the state has pooled its resources with federal funding into one major funding program: The Active Transportation Program. Bicycle and pedestrian projects proposed for this funding must eventually be part of an Active Transportation Plan.						
Product 1: Project Initiation						
Task/Activity				Resp. Agency		Schedule
1.1	Procure Consultant(s)			SRTA		Jul - Jun
1.2	Form Citizens Advisory Committee			SRTA, Redding		
1.3	GoShasta Kickoff Meeting			SRTA		
Product 2: Data Collection and Public Input						
Task/Activity				Resp. Agency		Schedule
2.1	Identify gaps, quality, level of service, perceived safety, safety, etc. of the Region's existing non-motorized transportation network.			SRTA/ Consultant		Jul - Jun
2.2	Solicit users' input on needs, destinations, travel behavior, preferences, etc. via workshops and social media channels.			SRTA, Redding		
2.3	Consultant(s) assists in data collection, public input, facilitation, etc.			Consultant		
Product 3: Plan Development						
Task/Activity				Resp. Agency		Schedule
3.1	Project prioritization and development of jurisdictional and regional non-motorized policies			Local Jurisdictions		Jul - Jun
3.2	Prepare GoShasta Plan			SRTA/ Consultant		
3.3	Present GoShasta Plan to SRTA board and councils of local jurisdictions.					
Product 4: Project Management						
Task/Activity				Resp. Agency		Schedule
4.1	Project management, invoicing, quarterly reports to Caltrans			SRTA		Jul - Jun
4.2	Interagency coordination					

WORK ELEMENT 704.01**Public Information and Participation**

Agency: SRTA

Total Budget: \$99,840

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			20.00%	80.00%	11.47%	
			LTF	FHWA C/O	Toll Credits	
Shasta RTA	Direct	Indirect				
Personnel	\$ 31,953	\$ 37,912	\$ 13,973	\$ 55,892	\$ 6,411	
Services & Supplies	\$ 4,500		\$ 900	\$ 3,600	\$ 413	
Consultant Services (Civic Plus)	\$ 4,232		\$ 846	\$ 3,386	\$ 388	
Web Hosting	\$ 476		\$ 95	\$ 381	\$ 44	
Community Polling	\$ 10,000		\$ 2,000	\$ 8,000	\$ 918	
Community Survey	\$ 10,000		\$ 2,000	\$ 8,000	\$ 918	
Human Resources	\$ 767		\$ 153	\$ 614	\$ 70	
TOTAL	\$ 61,928	\$ 37,912	\$ 19,968	\$ 79,872	\$ 9,161	\$ -
Previous Accomplishments						
Performed SRTA Board of Directors and TAC meetings; adopted 2016 Public Participation Plan; updated Title VI plan and Limited English Proficiency Plan; managed social media announcements on Facebook and Twitter accounts. Developed and produced agency report to convey recent, current, and planned projects and programs and to invite and encourage broad-based community participation.						
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 in the agency's plans, programs, and decisions. Increase public awareness about SRTA, its projects and how they are impacted by, or impact, the public.						
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 and programming process. As described in the PPP, SRTA considers each activity individually and utilizes strategies designed to facilitate public access, awareness, and/or action. SRTA's most popular and effective tool for day-to-day outreach activities is the agency's website, which now features community engagement tools. Social media applications, including Facebook and Twitter, are also utilized.						
Product 1: Agency overview and fact sheets						
Task/Activity					Resp. Agency	Schedule
1.1	Maintain up-to-date 'Overview of SRTA' document.				SRTA	Jan - Jun
1.2	Prepare or maintain transportation program and funding fact sheets.					Ongoing
1.3	Distribute as needed, including online posting.					Ongoing
Product 2: Agency website (www.srta.ca.gov)						
Task/Activity					Resp. Agency	Schedule
2.1	Maintain up-to-date agency website.				SRTA	Ongoing
2.2	Website services, including web-domain hosting, and social media promotions.				Services & Supplies	Annual
2.3	Manage online community engagement tools, including Facebook, Twitter, and community voice modules on agency website.				SRTA	Jul - Jun
Product 3: Track Public Participation Plan Performance Measures						
Task/Activity					Resp. Agency	Schedule
3.1	Track efforts described in the 2013 Public Participation Plan in the 3 A's: Access, Awareness, and Action.				SRTA	Jul - Jun
3.2	Design and administer random telephone community survey to establish baseline data for 2013 Public Participation Plan performance measures.				SRTA, Consultant	Jul - Jun
Product 4: Public Notifications						
Task/Activity					Resp. Agency	Schedule
4.1	Advertise and post various public notifications regarding SRTA planning and programming projects.				Services & Supplies	Jul - Jun

Product 5: Prepare 2016 Public Participation Plan (PPP) update		Resp. Agency	Schedule
Task/Activity			
5.1	Integrate social media and online community engagement tools into PPP.	SRTA	Jan - Jun
5.2	Distribute draft PPP for review and comment.		
5.3	Prepare final PPP for SRTA Board of Directors' approval.		

DRAFT

WORK ELEMENT 705.01**Intelligent Transportation Systems (ITS) Planning & Development**

Agency: SRTA

Total Budget: \$ 16,659

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	PPM			
Personnel	\$ 6,451	\$ 7,654	\$ 14,105			
Services & Supplies	\$ 2,400		\$ 2,400			
Human Resources	\$ 155		\$ 155			
TOTAL	\$ 9,006	\$ 7,654	\$ 16,659	\$ -	\$ -	\$ -
Previous Accomplishments						
SRTA adopted the first Shasta County Intelligent Transportation Systems (ITS) Architecture and Deployment Plan in 2006. An ITS data collection and management plan for the South Central Urban Region (SCUR) was prepared in 2013.						
Objective						
To provide accurate, timely, and reliable traffic information to the public. To improve the efficiency of traffic operations and planning activities.						
Discussion						
Intelligent transportation systems (ITS) includes applications that, through the use of advanced communication technologies and traffic management, enable all users of the regional transportation system to be better informed and make safer, more coordinated, and "smarter" use of the transportation network. ITS planning is a required activity of SRTA, the area's Metropolitan Planning Organization (MPO), and must be coordinated with state efforts.						
Product 1: North State Regional ITS Architecture Master Plan						
Task/Activity			Resp. Agency		Schedule	
1.1	Assist Caltrans D1 in procurement process.		SRTA		As needed	
1.2	Review of project deliverables and ensure accuracy with items related to ITS plans or elements in the Shasta County Region.					
1.3	Provide technical assistance and information related to existing ITS architecture plans and systems.					
Product 2: Interagency Participation and Policy Monitoring						
Task/Activity			Resp. Agency		Schedule	
2.1	Review and comment on federal or state policies on laws, programs, funding and priorities related to intelligent transportation systems (ITS).		SRTA		As needed	
2.2	Participate in interagency meetings related to intelligent transportation systems (ITS) activities that support transportation planning and programming.					

WORK ELEMENT 705.02**GIS Applications**

Agency: SRTA

Total Budget \$ 193,722

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)				
Staff Allocations and Funding Requirements				11.47%	Shasta	Contributing	
Shasta RTA	Direct	Indirect	FHWA C/O	Toll Credits	College	Agencies	
Personnel	\$ 25,796	\$ 30,607	\$ 56,403	\$ 6,469			
Services & Supplies	\$ 1,500		\$ 1,500	\$ 172			
FarNorCalGIS License	\$ 2,000				\$ 2,000		
ArcGIS Licenses	\$ 9,900		\$ 9,900	\$ 1,136			
Consultant Services (GIS on-call)	\$ 20,000		\$ 20,000	\$ 2,294			
Consultant Services (Ortho Imagery)	\$ 103,300		\$ 33,000	\$ 3,785		\$ 70,300	
Human Resources	\$ 619		\$ 619	\$ 71			
TOTAL	\$ 163,115	\$ 30,607	\$ 121,422	\$ 13,927	\$ 2,000	\$ 70,300	\$ -

Contributing agencies include City of Redding (\$40,000), City of Anderson (\$10,000), City of Shasta Lake (\$10,000), the McConnell Foundation (\$30,000) and the Western Shasta Resource Conservation District (\$300).

Previous Accomplishments

Participated in Far North Regional GIS Council (FNRGC); managed the FarNorCalGIS platform; utilized GIS data and analyses in support of the agency's work program; and developed standards and graphic templates for use in agency documents. Developed and prepared a long-term management plan and disaster recovery plan for the FarNorCalGIS platform. Aerial orthoimagery services were contracted and flown.

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 the exchange of data between data producers and data 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 ShastaSIM Travel Demand Model and is used to assist with development of the Sustainable Community Strategy (SCS) and tracking performance toward RTP objectives.

Product 1: Regional GIS Program			
Task/Activity		Resp. Agency	Schedule
1.1	Maintain requisite GIS licensing needed for SRTA operations.	SRTA	Jul-June
1.2	Maintain and enhance agency GIS capabilities, including participation in GIS training.		
1.3	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 Sharing Supporting Regional Planning Activities			
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	As needed
Product 4: On-call GIS Support Services			
Task/Activity		Resp. Agency	Schedule
4.1	Maintain on-call GIS consultant services contract.	SRTA	Jul-June
4.2	Miscellaneous on-call GIS support for other work elements and SRTA's member agencies (major work tasks involving GIS are included in appropriate work elements)	Consultant	Jul-June

Product 5: Orthoimagery Update			
Task/Activity		Resp. Agency	Schedule
5.1	Manage aerial imagery contract	SRTA	Jul-Oct
5.2	Perform quality assurance/quality control based on aerial imagery acceptance criteria	Consultant, SRTA, local agency project partners	Jul-Oct

DRAFT

WORK ELEMENT 705.05**Regional Modeling and Forecasting Tools**

Agency: SRTA Total Budget: \$ 46,761

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			FHWA	11.47%		
Shasta RTA	Direct	Indirect	C/O	Toll Credits		
Personnel	\$ 4,144	\$ 4,917	\$ 9,062	\$ 1,039		
Services & Supplies	\$ 1,600		\$ 1,600	\$ 184		
Cube Software License	\$ 6,000		\$ 6,000	\$ 688		
Consultant Services	\$ 30,000		\$ 30,000	\$ 3,441		
Human Resources	\$ 99		\$ 99	\$ 11		
TOTAL	\$ 41,844	\$ 4,917	\$ 46,761	\$ 5,364		
Previous Accomplishments						
A new activity-based travel demand model (TDM) was adopted in June 2014 and an updated version was adopted in June 2015 to reflect new policies and strategies in SRTA's 2015 Regional Transportation Plan. The Shasta Model Users Group (SMUG) was retained to inform the ongoing development of travel demand modeling efforts and to facilitate region-wide input and approvals. SRTA applied for assistance through the Travel Model Improvement Program (TMIP) to conduct a peer review of SRTA's travel demand model and to assist in developing a new model improvement plan. Funding was received to conduct a peer review in FY 2016/17. A new transit scenario planning tool, called Transit Boardings Estimation and Simulation Tool (TBEST), was developed with Prop 84 funds in FY 2015/16.						
Objective						
Manage and maintain the region's activity-based travel demand model consistent with state and federal law in support of regional planning and programming activities and 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 ShastaSIM travel demand model fulfills these requirements. ShastaSIM 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. ShastaSIM informs decision makers as to the location and timing of improvements needed to maintain adequate level of service. Outputs from ShastaSIM and travel model post-processing 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. ShastaSIM requires specialized software and extensive input data, including household travel surveys, socio-economic demographics, and parcel-level land use characteristics. Post-processing routines are required for procedures not found in ShastaSIM, such as calculations of mobile source emissions.						
Product 1: SRTA-led operation and maintenance of ShastaSIM 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, Consultant	Bi-annually
1.2	Perform routine updates and refinements of ShastaSIM, including actual and scheduled network changes, traffic count data, land use assumptions, speed limit information, population growth forecast update, and other inputs as needed.					As needed
1.3	SRTA-led operation of TDM in support of other work elements.					
Product 2: Consultant-led operation and maintenance of ShastaSIM activity-based travel demand model						
Task/Activity					Resp. Agency	Schedule
2.1	Perform routine updates and refinements to TDM as directed, including actual and scheduled network changes, traffic count data, land use assumptions, speed limit information, population growth forecast update, and other inputs as needed.				Consultant, SRTA	As needed
2.2	Consultant-led operation of TDM in support of other work elements. Deliverable include model outputs and post-processing (e.g. emissions) outputs.					

Product 3: Education and training for operation of travel demand modeling			
Task/Activity		Resp. Agency	Schedule
3.1	SRTA staff participation in national or statewide travel demand modeling technical training and practitioner workgroups.	SRTA	As needed
3.2	Consultant-administered training for SRTA staff on TDM operation, maintenance, and emissions post-processing. Includes materials and training.	SRTA, Consultant	As needed
Product 4: ShastaSIM travel demand model Peer Review			
Task/Activity		Resp. Agency	Schedule
4.1	Organize, coordinate and plan for a peer review of ShastaSIM by other MPO travel modeling professionals.	SRTA, Consultant	Jun - Dec
4.2	Conduct a one or two-day peer review workshop.		
4.3	Prepare a multi-year model improvement plan based on outcomes of peer review workshop.		
4.4	Prepare peer review materials and provide information at peer review workshop.		
Product 5: Transit Boardings and Estimations Simulation Tool (TBEST) for Shasta County			
Task/Activity		Resp. Agency	Schedule
5.1	Review, maintain and update model with best available transit service, land use and socio-economic data.	SRTA	As needed
5.2	Update General Transit File Specification (GTFS) files.		Annually
5.3	Troubleshoot and fix modeling issues, when identified, and provide updated model to SRTA staff or local agency partners.		As needed

WORK ELEMENT 706.02**Public Transportation Planning & Coordination**

Agency: SRTA

Total Budget: \$ 303,926

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)					
Staff Allocations and Funding Requirements				FTA 5303 C/O	PPM	FHWA C/O	5311(f)	11.47%
Shasta RTA	Direct	Indirect	FTA 5303	88.53%	11.47%	FHWA C/O		Toll Credits
Personnel	\$ 101,207	\$ 120,082	\$ 65,000	\$ 45,232	\$ 5,861	\$ 105,196		\$ 19,521
Services & Supplies	\$ 3,000		\$ 3,000					\$ 344
Consultant Services (Product 1)	\$ 10,509			\$ 9,303	\$ 1,205			\$ -
Consultant Services (Product 4)	\$ 16,700						\$ 16,700	
Consultant Services (Product 5)	\$ 50,000			\$ 44,265	\$ 5,735			
Human Resources	\$ 2,429		\$ 715	\$ 498	\$ 64	\$ 1,152		\$ 82
TOTAL	\$ 183,845	\$ 120,082	\$ 68,715	\$ 99,298	\$ 12,866	\$ 106,348	\$ 16,700	\$ 19,948

Previous Accomplishments

Performed annual Transit Needs Assessment; managed Social Services Transportation Advisory Council (SSTAC); Provided technical assistance to Federal Transit Administration (FTA) grant applicants. Reviewed FTA grant proposals and presented to the board of directors for approval. Restructured and enhanced the Unmet Transit Needs process. Tracked Greenhouse Gas Reduction Fund transit programs.

Objective

Meet transit planning mandates required by law; ensure public transportation is community-responsive in a dynamic and changing service environment; and make progress toward RTP goals by continually improving public transportation service, efficiency, and performance.

Discussion

Under California's Transportation Development Act (TDA), SRTA is required to perform the annual unmet transit needs assessment and organize the Social Services Transportation Advisory Committee (SSTAC). The Coordinated Human Services Transportation Plan is a federally mandated plan that prioritizes transportation services for funding and implementation, with an emphasis on transportation needs of persons with disabilities, older-adults and individuals of limited means. This plan is updated every five years.

Product 1: Transit Coordination

Task/Activity	Resp. Agency	Schedule
1.1 Complete consultant-led update of the Coordinated Human Services Transportation Plan (CHTP).	Consultant, SRTA	Jul - Oct
1.2 Communication and coordination with intercity public transportation providers and public transportation providers operating in surrounding regions needed, including joint participation in 'Shasta 211' services.	SRTA	Jul - Jun
1.3 Participate in interagency meetings and workshops that support public transit planning, including: CalACT, transit board meetings, and/or similar such meetings.		

Product 2: Public transportation data and analysis

Task/Activity	Resp. Agency	Schedule
2.1 Collect and review transit performance data.	SRTA	Jul - Oct
2.2 Formulate and provide recommendations toward enhancing transit performance and/or efficiencies.		Dec - Feb
2.3 Collect, audit, and report progress toward recommendations and performance targets for public transportation at year's end.		May - Jun

Product 3: FTA grants technical assistance and management

Task/Activity	Resp. Agency	Schedule
3.1 Seek grant funding for the development of a long range transit plan for the region.	SRTA	Jul - Jun

Product 4: Shasta Intercity Transportation to Sacramento and Bay Area Feasibility Study and Action Plan

Task/Activity	Resp. Agency	Schedule	Schedule
4.1 Project initiation and management to establish and agree upon communication protocols, roles & responsibilities, expectations, and to review background information on the region and project.	SRTA/ Consultant	Jul - Dec	Jul - Dec
4.2 Shasta intercity feasibility study development to assess current intercity services to Sacramento and the Bay Area, including costs and passenger fares; assess current and projected market demand; assess coordination of passenger rail and air-travel connections; assess possible new rapid transit bus service or expansion of existing services; and evaluate possible funding sources	Consultant	Jul - Dec	Jul - Dec
4.3 Shasta intercity action plan to identify preferred intercity bus service alternative and recommend final action plan with detailed routes, intercity stops, projected ridership with associated greenhouse gas reductions, disadvantaged communities served, cost allocation, implementation tasks, and candidate funding sources.	Consultant	Jul - Dec	Jul - Dec

Product 5: Sunday Transit Service Demonstration Project

Task/Activity	Resp. Agency	Schedule
5.1 Issue RFP for consultant services and acquire consultant.	SRTA	Dec-Feb

5.2	Project initiation to establish and agree upon communication protocols, roles & responsibilities, expectations, and to review background information on the region and project. Project management.	SRTA/ Consultant		Feb-Jun	
5.3	Evaluate existing conditions, including available transit capital assets, transit provider(s), staffing, information technology assets, etc.	Consultant		Feb-Jun	
5.4	Identify necessary software capabilities for providing on-demand transit services				
5.5	Conduct scenario planning to identify a transit service area, routes, schedules and fare structure				
5.6	Develop a marketing strategy and budget				

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WORK ELEMENT 706.06**Greenhouse Gas Reduction Fund Programs**

Agency: SRTA

Total Budget: \$ 14,123

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			FHWA	11.47%		
			C/O	Toll Credits		
Shasta RTA	Direct	Indirect				
Personnel	\$ 6,299	\$ 7,473	\$ 13,772	\$ 1,580		
Services & Supplies	\$ 200		\$ 200	\$ 23		
Human Resources	\$ 151		\$ 151	\$ 17		
TOTAL	\$ 6,650	\$ 7,473	\$ 14,123	\$ 1,620		

Previous Accomplishments

Reviewed annual Low Carbon Transit Operations Programs (LCTOP) allocation; reported on previous allocation; developed 15/16 expenditure proposal; tracked legislative actions related to LCTOP.

Objective

To administer the allocation of regionally apportioned funds from the LCTOP and to develop public transportation projects that meet Greenhouse Gas Reduction Fund (GGRF) programs.

Discussion

LCTOP is a new program funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program. LCTOP provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility through expansion or enhancement of their systems. SRTA or RABA can serve as the project lead for projects funded with LCTOP. Under this work element, SRTA will pursue other public transportation funds as well, such as the Transit Intercity Rail Capital Program (TIRCP).

Product 1: Administer LCTOP Funds

Task/Activity	Resp. Agency	Schedule
1.1 Review State Controller's Office LCTOP Eligible Allocation Summary	SRTA	Jul - Oct
1.2 Review statutes, rules, and regulations, and pending legislation pertinent to LCTOP funding	SRTA	Jul - Jun
1.3 Review and process invoices for project work completion.	SRTA	Jul - Jun
1.4 Prepare semi-annual progress and final project report		
1.5 Participate in financial and performance auditing.		

WORK ELEMENT 707.01**Corridor Studies & Project Review**

Agency: SRTA

Total Budget: \$ 37,334

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements					
			FHWA	11.47%	
Shasta RTA	Direct	Indirect	C/O	Toll Credits	
Personnel	\$ 16,709	\$ 19,825	\$ 36,533	\$ 4,190	
Services & Supplies	\$ 400		\$ 400	\$ 46	
Human Resources	\$ 401		\$ 401	\$ 46	
TOTAL	\$ 17,510	\$ 19,825	\$ 37,334	\$ 4,282	\$ -

Previous Accomplishments

Conducted further review and discussions with Shasta Lake and Caltrans staff regarding the transportation section of the Mt. Gate at Shasta Area Plan Administrative Draft EIR.

Objective

To conduct multimodal, systems-level corridor or sub-area transportation planning studies as needed. Also to review and comment on various projects for transportation impacts and ensure consistency with the regional transportation plan in order to maintain a safe, efficient, and cost effective transportation system.

Discussion

The agency must identify current and projected future transportation needs and, through detailed planning studies, devise strategies to address those needs. This element provides funds for the RTPA to conduct special studies for selected corridors, road segments and key locations to evaluate safety concerns, prepare project alternatives and cost estimates, and devise appropriate actions to resolve issues (23 CFR 450.318). In a typical year, SRTA reviews approximately 3 environmental impact reports (EIRs), 2 project study reports (PSRs) and 1 or 2 Caltrans transportation concept reports (TCRs). SRTA adopted the 2015 Regional Transportation Plan and Sustainable Communities Strategy (SCS) on June 30, 2015. Pursuant to Senate Bill 375, projects seeking CEQA streamlining benefits through consistency with the SCS will require review by SRTA.

Product 1: Analysis of Product Study Reports

Task/Activity		Resp. Agency	Schedule
1.1	Communication and coordinate with Caltrans and affected jurisdictions in the early consultation and review of project study reports and other scoping documents as they relate to the 2015 RTP/SCS.	SRTA	As needed

Product 2: Review and Analysis of Local Agency Projects of Regional Significance

Task/Activity		Resp. Agency	Schedule
2.1	Review local projects, determine impacts, and assess consistency with the regional transportation plan.	SRTA	As needed
2.2	Review, comment and make determination on projects that request input on whether project is consistent with SRTA's Sustainable Communities Strategy, for CEQA streamlining		

WORK ELEMENT 707.02**Safe Routes to Schools Non Infrastructure Grant**

Agency: SRTA

Total Budget: \$ 175,974

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements					
			100.00%		
Shasta RTA	Direct	Indirect	SRTS		
Personnel	\$ 4,919	\$ 5,837	\$ 10,756		
Supplies	\$ 100		\$ 100		
Human Resources	\$ 118		\$ 118		
Shasta County HHSA (ATP Cycle 1)	\$ 165,000		\$ 165,000		
TOTAL	\$ 170,137	\$ 5,837	\$ 175,974		
Previous Accomplishments					
Coordination of Shasta County Safe Routes to School Non-infrastructure grant. Staff successfully completed SRTS Cycle 3 project deliverables. Provided Bike to School Day training and resources for school personnel and parent volunteers to implement Bike to School day. Partnered with schools to encourage students to participate in Shasta Bike Challenge. Provided support for planning and implementation of one walking school bus. Completed a bike safety workshop geared towards families and children. Surveyed and identified one high school to partner with on implementing a pilot program on bike safety. Provided helmet fitting and bike education at Shasta Living Streets event.					
Objective					
To increase safety for non-motorized users. Complete Cycle 3 and year two of ATP Cycle 1 grant scope of work.					
Discussion					
SRTA administers the Safe Routes to School grant. Shasta County Health and Human Services Agency (HHSA) manages the work program and produces all deliverables.					
Product 1: Grant administration					
Task/Activity			Resp. Agency	Schedule	
1.1	Contract management, fiscal accounting and reporting.		SRTA	Jul - Jun	
Product 2: ATP SR2S Cycle 1 Grant Work Program					
Task/Activity			Resp. Agency	Schedule	
3.1	Conduct and/or participate in pedestrian and bicycle programs, activities and initiatives that support pedestrian and bicycle travel and safety.		Shasta County HHSA	Jul - Jun	
3.2	Expand pedestrian and bicycle safety curriculum within Redding and Cascade School District to at least nine (9) classes. Provide helmet fitting and bike education to community groups as requested. Provide Walk to School (WTS) & Bike to School (BTS) Day trainings to parents and schools. Provide one (1) W2S day and one (1) BTS day per year to Shasta County Schools.				
3.3	Train and work with a 10-12 person California Conservation Corps (CCC) crew to provide at least 15-20 ped/bike safety activities at 5-10 schools. Pilot bike safety education with at least one high school in the Shasta Union High School District. Encourage and support at least four (4) walking school busses/bike trains.				
3.4	Work with law enforcement to conduct and promote SR2S Technical Assistance Resource Center (TARC) crossing guard training and to provide education to children on bike/pedestrian safety. Purchase incentives for law enforcement to give to children who are riding/walking safely.				
3.5	Encourage and support at least one daily walking school buses/bike trains opportunities as they arise.				
3.6	Hire subcontractor to conduct one (1) open streets event highlighting a new SRTS infrastructure project.				
3.7	Support annual Shasta Bike Challenge by encouraging schools to participate.				
3.8	Expand and coordinate annual bicycle/pedestrian counts in Shasta County.				

WORK ELEMENT 707.03**Alternative Fuels Vehicle Planning**

Agency: SRTA

Total Budget: \$ 54,577

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA C/O	Toll Credits	RCEA	
Personnel	\$ 10,440	\$ 12,387	\$ 20,826	\$ 2,389	\$ 2,000	
Services & Supplies	\$ 1,500		\$ 1,500	\$ 172		
Human Resources	\$ 251		\$ 251	\$ 29		
Consultant Services	\$ 30,000		\$ 30,000	\$ 3,441		
TOTAL	\$ 42,190	\$ 12,387	\$ 52,577	\$ 6,031	\$ 2,000	
Previous Accomplishments						
Provided technical support and Shasta County data for the Upstate Region Plug-in Electric Vehicle (PEV) Readiness Plan. Invited Siskiyou County Economic Development Council to present findings and next steps regarding Upstate Region PEV Readiness Plan. Provided letters of support for grant applications. Helped coordinate the hosting of a Clean Cities Coalition symposium.						
Objective						
To encourage the planning of alternative fuels vehicles and development of supporting infrastructure in the region to reduce greenhouse gas (GHG) emissions, reduce alternative fuels vehicle users "range anxiety" and bridge the infrastructure gap for users of the West Coast Green Highway between Sacramento and Southern Oregon.						
Discussion						
Metropolitan planning for the region should minimize transportation-related fuel consumption and air pollution (23 CFR 450.300). The latest generation of plug-in electric vehicles (PEVs) are rapidly entering into the regional vehicle fleet market and help reduce air pollutants and GHG emissions. It is estimated that PEVs could make up 2% of the regional vehicle market by 2022 (or sooner). However, this is only likely to happen if the charging station infrastructure is in place to support this growth and thereby reduce "range anxiety" for PEV owners. Based on the Upstate Region PEV Readiness Plan, a total of 104 electric vehicle charging stations are needed to support a 2% PEV share of the region's vehicle fleet.						
Product 1: Policy Monitoring, Interagency Participation and Grants						
Task/Activity				Resp. Agency	Schedule	
1.1	Review and comment on federal or state policies, laws, programs, funding and priorities related to zero-emission and hybrid vehicles and infrastructure.			SRTA	Jul - Jun	
1.2	Participate in interagency meetings related to zero-emission and hybrid vehicles and infrastructure that support transportation planning and programming.					
Product 2: Upstate Region PEV Planning						
Task/Activity				Resp. Agency	Schedule	
2.1	Participate in Upstate Region PEV Coordinating Council meetings for the planning of PEV infrastructure.			SRTA	Quarterly	
2.2	Distribute hardcopy and electronic educational materials on PEVs prepared by the Upstate Region PEV Coordinating Council.			SRTA	Jul - Jun	
Product 3: Shasta County PEV Infrastructure Planning Study						
Task/Activity				Resp. Agency	Schedule	
3.1	Identify primary locations within Shasta County for development of PEV charging stations and supporting infrastructure that provide the greatest benefit to local, regional and interregional travel. Quantify GHG reduction benefits to the region and how infrastructure helps meet 2015 RTP/SCS GHG reduction targets.			SRTA/ Consultant	Jul - Dec	
3.2	Conduct outreach to potential site hosts.					
3.3	Prepare final report. Present to regional partners and SRTA Board of Directors.					
Product 4: North Coast and Upstate Fuel Cell Vehicle Readiness Project						
Task/Activity				Resp. Agency	Schedule	
4.1	Participate in North Coast and Upstate Fuel Cell Vehicle Readiness Project meetings.			SRTA	Quarterly	
4.2	Assist in coordination with local agencies and interested parties on implementing the North Coast and Upstate Fuel Cell Vehicle Readiness Project for Shasta County. (RCEA funds)			SRTA	Jul - Jun	
4.3	Assist in regional outreach efforts and promote Fuel Cell Electric Vehicle (FCEV) use.			SRTA	Jul - Jun	

WORK ELEMENT 707.04**Goods & Freight Coordination and Planning**

Agency: SRTA

Total Budget: \$ 151,224

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
	Direct	Indirect	Caltrans Strategic Partnerships Grant	FHWA	11.47% Toll Credits	PPM
Shasta RTA						
Personnel	\$ 42,825	\$ 50,812	\$ -	\$ 61,637	7,070	\$ 32,000
Services & Supplies	\$ 1,500		\$ -			\$ 1,500
Consultant Services	\$ 55,059		\$ 55,059			
Human Resources	\$ 1,028		\$ -			\$ 1,028
In-kind Contributions						
Growing Local, SCEDD, CED						
TOTAL	\$ 100,412	\$ 50,812	\$ 55,059	\$ 61,637	\$ 7,070	\$ 34,528

In-kind match to be provided by project partners in the amount of \$31,250. Total project cost: \$156,250.

Previous Accomplishments

The North State Transportation for Economic Development Study was completed in late 2013. SRTA, in partnership with economic development and private sector partners, was awarded funds for the 'Far Northern California Consolidated Goods & Freight Hub Study and Demonstration Project'. SRTA prepared an RFP and administered the procurement process, including board approval, and executed consultant contract for the demonstration project; the first phase of the project was initiated.

Objective

To utilize regional transportation planning, policy and investments to support the economic vitality of the region through enhanced market competitiveness, productivity, efficiency, and goods and freight movement.

Discussion

Goods and freight movement is a federal priority in support of economic development. SRTA near term focus is to address the lack of data and technical modeling capabilities needed for effective planning and project development, multi-regional coordination, and integration with statewide programs and technology. In addition, a Caltrans Strategic Partnerships grant was awarded to carryout a Far-Northern California Consolidated Goods & Freight Hub Study. The grant requires a 20% local match, which is being satisfied by in-kind contributions from Growing Local and Superior California Economic Development (SCED) plus SRTA cash match. The scope of work was amended October 2016 in consultation with project partners to focus the balance of grant funds on connecting two Northern Sacramento Valley agriculture industry clusters to the Sacramento area food network as a prerequisite step to the ultimate vision of a North State Food Hub located in the Shasta Region.

Product 1: Far Northern California Consolidated Goods & Freight Hub Study (Strategic Partnerships Grant)

Task/Activity	Resp. Agency	Schedule
1.1 Project administration and management	SRTA, Consultant	Jul - Jun
1.2 Data development.		
1.3 Outreach and stakeholder communication.		
1.4 Technical analysis and logistics.		
1.5 Organizational-Operational Plan		
1.6 Prepare and present final report.		

Product 2: In-Kind Participation and Support by Project Partners

Task/Activity	Resp. Agency	Schedule
2.1 Participation by project partners, including contributions of data and expertise, technical advisory committee participation, community and stakeholder communications, and related support tasks.	Project Partners	Jul - Jun

Product 3: Freight Coordination and Planning

Task/Activity	Resp. Agency	Schedule
3.1 Participate in interagency meetings and workshops that support freight and goods movement planning, including: California Freight Advisory Committee, Sustainable Freight action Plan, and/or similar such meetings.	SRTA	as needed
3.2 Review, participate and comment on federal or state policies, laws, programs, funding and priorities related to freight and goods movement, including the national primary freight network, and state and regional freight corridors.		

Product 4: Strategic Freight Areas and Corridors Plan

Task/Activity	Resp. Agency	Schedule
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4.1	Identify potential freight and goods movements corridors and areas for freight planning activities.	SRTA	Jul - Jun
4.2	Conduct public outreach with key stakeholders including Caltrans D2, local cities and county and private businesses.		
4.3	Develop draft plan and circulate for public comment, including relevant maps and information on SRTA's website.		

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WORK ELEMENT 708.03**Transportation Development Act (TDA)**

Agency: SRTA

Total Budget: \$ 125,656

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			100.00%			
Shasta RTA	Direct	Indirect	LTF			
Personnel	\$ 48,521	\$ 57,570	\$ 106,091			
Supplies	\$ 400		\$ 400			
Human Resources	\$ 1,165		\$ 1,165			
Consultant Services (Financial Audit)	\$ 18,000		\$ 18,000			
TOTAL	\$ 68,086	\$ 57,570	\$ 125,656			

Previous Accomplishments

Administration of Transportation Development Act (TDA) and fiscal auditing of expenditures. Updated policies and procedures regarding the Consolidated Transportation Service Agency (CTSA). Completed triennial audit for FY 2012/13, 2013/14, and 2014/15. Completed annual audit for FY 2014/15.

Objective

To administer the allocation of funds from the Local Transportation Fund (LTF) and State Transit Assistance (STA) to member entities.

Discussion

SRTA is the designated recipient and responsible administrator of TDA funds. LTF and STA help fund transit, bicycle and pedestrian, and road projects. SRTA distributes funds to local claimant and ensures that fiscal audits and other requirements are performed in accordance to TDA law.

Product 1: TDA administration

Task/Activity	Resp. Agency	Schedule
1.1 Prepare LTF and STA Findings of Apportionment	SRTA	Feb
1.2 Review LTF and STA claims submitted by claimants including associated technical assistance needed for adequate and proper reporting		May, June
1.3 Review statutes, rules, and regulations, and pending legislation pertinent to transit and transit funding		Ongoing
1.4 Prepare audits as required under the TDA		Sept, Oct
1.5 Engage independent auditor		Sept, Oct
1.6 Prepare claims for Board approval		June
1.7 Claim scheduling and payment		June
1.8 TDA fund accounting		Monthly

Product 2: Manage TDA 2% Bike and Pedestrian Program and Rural BLAST Program

Task/Activity	Resp. Agency	Schedule
2.1 Management of 2% TDA bicycle and pedestrian set-aside, including accounting and project monitoring.	SRTA	Jul - Jun

Product 3: Annual Transit Needs Assessment

Task/Activity	Resp. Agency	Schedule
3.1 Review prior year Transit Needs Assessment; solicit public input (comments, surveys, interviews, etc.), collect transit data and reports, perform farebox analysis, and CTSA performance analysis; prepare data for inclusion in draft document, update tables, and information.	SRTA	Oct - Dec
3.2 Receive, review, and summarize data from transit providers for the Transit Needs Assessment, including but not limited to ridership information; service hours and route information; productivity improvements; and public/rider feedback received. Conduct transit scenario planning via TBEST model utilizing data collected and public input; evaluate potential performance of scenarios; identify any scenarios that may be reasonable.		
3.3 Provide draft document to transit operators, CTSA, and SSTAC for review; revise and prepare final draft for public comment and adoption.		Dec - Jan
3.4 Organize and support Social Services Advisory Committee (SSTAC).		Dec - Mar
3.5 Prepare staff report, resolution and presentation for board of directors/public hearing.		Feb
3.6 Submit final document to Caltrans for acceptance.		Mar

WORK ELEMENT 708.04**Transit and CTSA Agency Administration**

Agency: SRTA

Total Budget: \$ 590,619

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	TDA	LTF		
Personnel	\$ 16,566	\$ 19,656		\$ 36,222		
Human Resources	\$ 398			\$ 398		
Sub-Recipients						
Shasta County TDA Adm.	\$ 24,000		\$ 24,000			
City of Redding RABA Administration	\$ 530,000		\$ 530,000			
TOTAL	\$ 570,964	\$ 19,656	\$ 554,000	\$ 36,619		
Previous Accomplishments						
This was a new work element introduced in FY 2015/16.						
Objective						
To support the cost-effective delivery of high quality public transportation services.						
Discussion						
SRTA is the designated recipient and responsible administrator of TDA funds. SRTA provides general oversight to ensure the most effective, efficient, and transparent use of TDA funds. SRTA presently enlists the City of Redding and the County of Shasta to perform administration for RABA. SRTA administers CTSA transportation, while the Shasta Senior Nutrition Program provides CTSA transportation services.						
Product 1: RABA Administration						
Task/Activity					Resp. Agency	Schedule
1.1	RABA administration and management.				Redding/ Shasta County	Jul - Jun
Product 2: CTSA Administration						
Task/Activity					Resp. Agency	Schedule
2.1	SRTA administration of transit services.				SRTA	Jul - Jun

WORK ELEMENT 801.01**North State Super Region (NSSR)**

Agency: SRTA

Total Budget: \$ 8,901

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			100.00%			
Shasta RTA	Direct	Indirect	NSSR			
Personnel	\$ 3,846	\$ 4,563	\$ 8,409			
Supplies	\$ 400		\$ 400			
Human Resources	\$ 92		\$ 92			
TOTAL	\$ 4,338	\$ 4,563	\$ 8,901			
Previous Accomplishments						
NSSR meetings held; NSSR intranet website maintained; Commented on legislative and other issues of potential impact to the North State. Provided letters of support for regional projects.						
Objective						
To bolster the agency's influence on state and federal legislation, policy, and programs and other general activities potentially affecting the North State.						
Discussion						
The NSSR is a voluntary coalition of regional transportation planning agencies (RTPAs) and metropolitan planning organizations (MPOs) representing the sixteen-county North State region. The NSSR was organized to advocate for policies and funding that would benefit the North State; encourage interagency coordination; and spread best practices through communication and information exchange.						
Product 1: North State Super Region						
Task/Activity					Resp. Agency	Schedule
1.1	Facilitate NSSR meetings.				SRTA	2 per year
1.2	Maintain and update NSSR website as needed.					Jul - Jun

WORK ELEMENT 901.01**Hilltop Drive Corridor Signal Optimization Study**

Agency: Redding

Total Budget: \$ 40,000

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements				11.47%	
City of Redding	Direct	Indirect	FHWA PL CO	Toll Credits	
	\$ 40,000		\$ 40,000	\$ 4,588	
TOTAL	\$ 40,000	\$ -	\$ 40,000	\$ 4,588	

In-kind match to be provided by City of Redding in the amount of \$10,000 (Cash: \$5,000; In-kind: \$5,000). Total project cost: \$50,000.

Previous Accomplishments

This is a new Work Element.

Objective

Reduce overall travel time through the corridor of Hilltop Drive from Mistletoe through Palisades by providing effective coordination of the signals and thereby reducing vehicle emissions and fuel use.

Discussion

The purpose of the project is to reduce vehicle travel time and reduce emissions. The project is needed to establish a safe and efficient traffic operation system with a series of unconnected signalized intersections. This project will reduce travel times, reduce the need to stop, reduce wait times at intersections, establish effective coordination and grouping of both City and Caltrans signals and ultimately reduce vehicle emissions and fuel use. The study will include before and after comparisons including GHG emission reductions. The study aligns with SRTA's 2015 RTP Goal 1 Objective 1.2 to increase throughput, Goal 2 Objective 2.2 to maintain traffic capacity and Goal 3 Objective 3.1 to provide context appropriate local transportation choices. It also aligns with the region's SCS to use technology based solutions to enhance traffic operations

Note: SRTA staff support, technical assistance and coordination is budgeted under WE 707.01.

Product 1: Project Management and Procurement

Task/Activity	Resp. Agency	Schedule
1.1 Prepare scope of work and procure consultant(s). Coordinate procurement with SRTA as applicable.	City of Redding/ SRTA	Jul
1.2 Execute and manage consultant contracts	City of Redding	Jul - Aug
1.3 Provide quarterly updates to SRTA, including requests for reimbursement.		
1.4 Project Kickoff and Meeting		on-going
1.5 Project communication and progress reporting		

Product 2: Data Collection and Modeling

Task/Activity	Resp. Agency	Schedule
2.1 Existing traffic data collection (travel time, GHG, volumes, wait times, speed, etc.). Consultant will also determine correct walk interval and minimum green times for bicycles and pedestrians. No overall safety evaluation will be made.	Consultant	Sept - Oct
2.2 Existing traffic baseline modeling and calibration. This task will summarize existing conditions in terms of LOS, GHG production, delay, and pedestrian/bike intervals.		Nov

Product 3: Project Report and Signal Timing Plan

Task/Activity	Resp. Agency	Schedule
3.1 Signal timing plan optimization. The consultant will develop signal timing plans and phasing diagrams that will maximize throughput along the corridor while minimizing delay time and GHG emissions.	Consultant	Jan
3.2 Final report including before and after measures of effectiveness		Feb

WORK ELEMENT 901.02**Victor Avenue Corridor Phasing Plan**

Agency: Redding

Total Budget: \$ 70,000

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements				11.47%		
City of Redding	Direct	Indirect	FHWA PL CO	Toll Credits		
	\$ 70,000		\$ 70,000	\$ 8,029		
TOTAL	\$ 70,000	\$ -	\$ 70,000	\$ 8,029		

In-kind match to be provided by City of Redding in the amount of \$15,000 (Cash: \$10,000; In-kind: \$5,000). Total project cost: \$85,000.

Previous Accomplishments

This is a new Work Element.

Objective

Victor Avenue, between Hartnell Avenue and Old Alturas Road, is a 1.5 mile partially developed corridor with sidewalk and bike lane gaps and varied right of way widths. The west side is largely developed with older homes fronting the roadway with multiple access points and no pedestrian/bike facilities. The east side is partially developed/widened with incongruent right of way drainage problems. The roadway crown is off-center and the pavement is failing in most cases. The corridor needs to be studied to develop a proposed phasing plan for improvements that meets the needs of all transportation modes in the short and long term. In addition to addressing localized needs, planning for this corridor is an ideal opportunity for a demonstration/reference project for inclusion in the GoShasta Regional Active Transportation Plan. Design standards for this project may then be used as the template for the development of select future intra-regional active transportation emphasis corridors.

Discussion

The purpose of this project is to identify the appropriate allocation of ultimate right of way for all modes of transportation through the corridor. The project is needed to ensure all modes of transportation are accommodated through the corridor in both the long and short term. Needs include determine right of way, roadway sections, and definition of bike, ped and transit facilities. It will provide a phased approach for conditioning development and preparing capital projects for grant submission and construction. The project study will identify improvements that meet the Regions RTP Goal 1 to plan and utilize a significant arterial in the City, Goals 2 and 3 to increase capacity for all modes and transportation options both in the short and long terms, Goal 4 Objective 4.2 to enhance safety and well being and Goal 6 to provide public access to planning. It also aligns well with the SCS to expand our bike/ped infrastructure.

Note: SRTA staff support, technical assistance and coordination is budgeted under WE 707.01.

Product 1: Project Management

Task/Activity		Resp. Agency	Schedule
1.1	Prepare scope of work and procure consultant(s). Coordinate procurement with SRTA as applicable.	City of Redding/ SRTA	Jul
1.2	Execute and manage consultant contracts	City of Redding	Jul - Aug
1.3	Provide quarterly updates to SRTA, including requests for reimbursement.		
1.4	Project Kickoff		
1.5	Project communication and progress reporting		on-going

Product 2: Data Collection and Modeling

Task/Activity		Resp. Agency	Schedule
2.1	Existing traffic data collection and right of way identification. This task will analyze collision rates, LOS, typical sections, gaps and other modal data.	Consultant	Sep-Oct
2.2	Future conditions forecasting and project alternatives. This task will look at estimates of future use of all modes and develop designs for ultimate use of the roadway.		Dec-Jan
2.3	Evaluate adjacent destinations and consider near- and long-term connections, including but not limited to Alta Mesa Elementary School, Enterprise High School Clover Creek Preserve. Also consider city plans and opportunities as it relates to trails in the Churn Creek natural corridor.	City of Redding/ Consultant	Sept - Jan

Product 3: Project Report			
Task/Activity		Resp. Agency	Schedule
3.1	Prepare draft Roadway and Phasing Plan. Provide draft plan to SRTA for review and comment. Will likely hold one or two public meetings to gain stakeholder input as well as receive input from the City's Active Transportation Committee.	Consultant	Mar
3.2	Final Roadway and Phasing Plan. Staff may present the results to the City Council or the SRTA Board of Directors.		Jun

DRAFT

WORK ELEMENT 902.01**Cascade Blvd. Sustainable Development Assessment**

Agency: Shasta Lake

Total Budget: \$ 85,000

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements				11.47%		
City of Shasta Lake	Direct	Indirect	FHWA PL CO	Toll Credits		
	\$ 85,000		\$ 85,000	\$ 9,750		
TOTAL	\$ 85,000	\$ -	\$ 85,000	\$ 9,750		

In-kind match to be provided by City of Shasta Lake in the amount of \$15,000 (Cash: \$5,000; In-kind: \$10,000) Total project cost: \$100,000.00.

Previous Accomplishments

This is a new Work Element.

Objective

Provide an assessment of Cascade Boulevard between its intersection with Shasta Dam Boulevard and the City limits on the south for upgrade to Complete Street standards. The intent will be to ready the corridor for a grant application to implement Complete Streets standards.

Discussion

Cascade Boulevard is a major circulation corridor. Only a small portion of the corridor has complete street characteristics - at its intersection with Shasta Dam Boulevard and Pine Grove Boulevard. An assessment is needed to determine how to upgrade the entire corridor to a Complete Street, potential impacts on property owners and businesses, and a strategy for funding and completing the improvements. The assessment will also look at needs for right of way purchase or reductions of right of way for vehicle traffic and other Complete Streets needs, and ingress/egress impacts to property and business owners in order to accommodate a Complete Street System in the most cost-effective and efficient way.

This corridor encompasses both commercial, light industrial and residential uses that need to be considered. The adjoining General Plan land use designations, zoning and on-site land use/structures will be reviewed and mapped according to both the existing and proposed rights of way. Working with property and business owners is a significant component in order to address non-conforming uses in a way that vehicle access and parking can be accommodated. Opportunities and potential placement for active transportation amenities, including shade structures, bike racks, transit cover, and benches for pedestrians and transit users to go with a Complete Street system will be identified. Sources of funding for all components will be identified, and a draft timeline for construction will be prepared. Project outcomes include an assessment report providing information to the City Council on options for alternative transit (see other project (WE 902.02) funded by SRTA), identification of resources and timing of construction. The intent will be to ready the corridor for funding via grant programs and city funds.

The project is located within or connects to the Strategic Growth Area for the City. The area includes primarily commercial, light industrial and some residential land uses. The commercial and light industrial users use Cascade primarily for access to I-5 and business and freight deliveries, as well as access for customers. Other uses include high density multi-family units which use Cascade Boulevard as access to other parts of the community. Cascade Boulevard includes transit and school bus stops for residences. The project would help meet several of the region's goals as outline in the 2015 Regional Transportation Plan (RTP), including: Goal #2: Strategically increase capacity on interregional and regionally significant roadways to keep people and freight moving effectively and efficiently; Goal 3 - RTP Provide an integrated, context-appropriate range of practical transportation choices; and Goal #6: Promote public access, awareness, and action in planning and decision-making processes. SCS goals to be met by the project include: Expanded bicycle and pedestrian infrastructure, including the completion of network gaps, enhanced integration with public transportation, and connections between regional trail corridors and the roadway network; and Incentives for location-efficient infill and redevelopment projects, needed to spur location efficient development patterns.

Note: SRTA staff support, technical assistance and coordination is budgeted under WE 707.01.

Product 1: RFP /PSA

Task/Activity : Procurement		Resp. Agency	Schedule
1.1	Develop and distribute RFP for professional services to prepare assessment. Coordinate procurement with SRTA as applicable.	COSL/SRTA	Jul
1.2	Consultant consideration and selection; Signed PSA by Consultant and City Manager	COSL/SRTA	Jul - Sept

Product 2: Surveying/ Data Collection/GIS Map			
Task/Activity : Data Collection		Resp. Agency	Schedule
2.1	Survey to validate existing right of way in the project area. Locate positions of all access and structures in relation to the existing right of way.	COSL/ Consultant	Sept - Oct
2.2	Provide survey and GIS maps highlighting transportation infrastructure (right of way, structures, vehicle access, etc.) to include General Plan and Zoning designations, and current land uses. Identify non-conforming issues for access and setbacks.		Oct - Nov
2.3	Identify right of way needs and develop GIS map to provide maximum provision of Complete Street standards. Identify potential areas for abandonment of right of way where excess may occur. Identify any environmental or permit issues that impact access or Complete Streets components. Develop preliminary plans for right of way in order to estimate improvement costs.		Nov - Dec
2.4	Identify private and public sources for funding as well as process and timeline needed to install Complete Street features, construction needs and a timeline for constructing Complete Street standard improvement. Identify non-conforming access and/or improvements		Nov - Dec
Product 3: Public Engagement			
Task/Activity		Resp. Agency	Schedule
3.1	Workshop in the project area for property and business owners to discuss existing and proposed right of way and right of way improvements to provide Complete Street standard improvements.	COSL/ Consultant	Jan
Product 4: Assessment Report			
Task/Activity		Resp. Agency	Schedule
4.1	Report prepared with analysis (including costs) , conclusions and recommendations concerning provision of Complete Street Standards to the project area to be presented to City Council. Provide draft report to SRTA for review and comment.	COSL	Sept - Jan
4.2	Presentation to the Shasta Lake City Council.	COSL	Jan
4.3	Presentation to the SRTA Board of Directors	COSL	Feb

WORK ELEMENT 902.02**Micro-transit Analysis & Recommendations**

Agency: Shasta Lake

Total Budget: \$ 42,500

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements				11.47%		
City of Shasta Lake	Direct	Indirect	FHWA PL CO	Toll Credits		
	\$ 42,500		\$ 42,500	\$ 4,875		
TOTAL	\$ 42,500	\$ -	\$ 42,500	\$ 4,875		

In-kind match to be provided by City of Shasta Lake in the amount of \$7,500 (Cash: \$2500, In Kind: \$5,000). Total project cost: \$50,000.00

Previous Accomplishments

This is a new Work Element, however, SRTA has identified micro-transit as a new public transportation service strategy with the potential to enhance the responsiveness and performance of public transportation in certain environments. For the purpose of this work element, micro-transit is defined as technology-enabled (i.e. smart phone applications, GPS vehicle tracking, and advanced dispatch software) demand response transit service that is open to the general public.

Objective

Develop alternative options for transit services for residents and businesses in Shasta Lake using micro transit or public transit including costs associated with system initialization, potential integration with RABA and long-term operational costs. Options will include use of electric vans or buses.

Discussion

Residents and businesses of Shasta Lake need an alternative to traditional transit service. Existing service provides one (1) hour headways within the City with longer transit commutes for Shasta Lake citizens traveling to areas/destinations outside of the city. The project will address the potential for micro-transit services as well as costs associated for system initialization and long-term operations. Project outcomes include a report summarizing resident/business commuter needs, data collection and analysis, and costs of proposed alternative micro transit including operations and administration of the system. Should micro-transit be a viable option, it is the intent of the City to use an electric vehicle (van) where possible.

The project would help meet several of the region's goals as outline in the 2015 Regional Transportation Plan (RTP), including: Goal #3: Provide an integrated, context-appropriate range of practical transportation choices; Goal #6: Promote public access, awareness, and action in planning and decision-making processes; and Goal #7: Practice and promote environmental and natural resource stewardship. The project will also help meet a Sustainable Communities Strategy (SCS) goal of expanding plug-in electric vehicle charging infrastructure, including fast charging stations needed to accelerate the market penetration of zero-emission electric vehicles. *Note: SRTA staff support, technical assistance and coordination is budgeted under WE 706.02.*

Product 1: Procurement: RFP and Consultant Selection

Task/Activity	Resp. Agency	Schedule
1.1 Develop and distribute RFP for professional services to prepare assessment. Coordinate procurement with SRTA as applicable.	COSL/SRTA	Jul
1.2 Consultant consideration and selection; signed PSA by consultant and City Manager.		Jul - Sept

Product 2: Summary of data collection (needs/resources/options)

Task/Activity	Resp. Agency	Schedule
2.1 Assemble existing applicable transit ridership data, including data from the most recent Short Range Transit Plan, Unmet Transit Needs, and other applicable resources so as not to repeat previous efforts. Identify data gaps and develop plan for filling essential gaps.	COSL/ Consultant	Sept - Nov
2.2 Evaluate existing models and best practices of micro-transit service delivery and apply to the local context of the city of Shasta Lake.		
2.3 Develop service options based on graduated budget assumptions, costs and resources available.		
2.4 Select preferred option in consultation with community, RABA, SRTA, and other community partners/stakeholders. Provide detail outline of capital, operation, and other costs required to fund the project through existing revenues and prospective grant opportunities. Provide all data/metadata files and technical memo.		

Product 3: Public Engagement and Survey Results			
Task/ Activity:		Resp. Agency	Schedule
3.1	Distribute potential user survey through utility bill insert or other media. Provide results in table format and spatially via GIS map. Survey to be completed by the City in coordination with the consultant. Results and GIS map provided by Consultant.	COSL/ Consultant	Sept - Oct
3.2	Hold workshop to include survey takers and the general public regarding possible micro transit service options. Consultant to provide workshop in collaboration for logistics with the City.		Oct - Nov
Product 4: Report and Recommendations			
Task/Activity		Resp. Agency	Schedule
4.1	Report prepared with analysis (including costs), conclusions and recommendations regarding micro transit service options. Provide draft report to SRTA for review and comment.	COSL/ Consultant	Sept - Dec
4.2	Presentation to the Shasta Lake City Council.	COSL	Dec
4.3	Presentation to the SRTA Board of Directors		Feb

WORK ELEMENT 905.01**Capital Improvements & Transit Modernization Feasibility Study**

Agency: Shasta Senior Nutrition Program Total Budget: \$ 59,500

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016/17

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta Senior Nutrition Program	Direct	Indirect	FHWA PL CO	Toll Credits		
	\$ 59,500		\$ 59,500	\$ 6,825		
TOTAL	\$ 59,500	\$ -	\$ 59,500	\$ 6,825		

In-kind match to be provided by SSNP (Cash:\$3,500, In-kind: \$7,000). Schatz Energy Research Center (SERC) to provide \$4,000 in in-kind funds for infrastructure analysis (Product 4). Total project cost: \$74,000.

Previous Accomplishments

This is a new Work Element.

Objective

This project: 1) supports the implementation of SRTA's Regional Transportation Plan and Sustainable Communities Strategy, 2) aligns with SRTA's regional planning priorities, and 3) will prepare Shasta Senior Nutrition Program to submit applications for state and federal capital funding. This proposal aims to support regional GHG emission reduction goals. SSNP proposes initiating partnerships with technical education providers to train the future workforce to service such vehicles.

Discussion

This project is comprised of three main components:

1) **Identify technological applications that will improve and enhance SSNP's transit services to the region.** In 2014, SRTA and the Redding Area Bus Authority (RABA) prepared a transit technology plan to address current and future transit technology needs for RABA. Some of the same technologies explored have applicability to SSNP's services. SSNP will acquire a consultant to evaluate the work already done for the SRTA/RABA Transit Technology Plan and prepare an implementation plan for SSNP. The study will consider new technologies, if applicable, and where coordination with RABA may be possible.

2) **Fleet conversion from gasoline to hybrid or electric vehicles.** Converting a portion, or all, of the existing fleet to hybrid or electric vehicles would reduce SSNP operating costs and assist in meeting the regional GHG emissions reduction targets.

3) **Plan for alternative fuels vehicle infrastructure on the Mercy Oaks campus for public and private use.** Converting SSNP's fleet to hybrid or all electric requires electric charging infrastructure. The opportunity for both private and public charging stations will be explored.

Anticipated outcomes include: Improved quality of transportation service; Expanded and improved services that increase ridership; Improved customer satisfaction: reduced wait times; Reduced operational costs at SSNP; Reduction in greenhouse gas emissions and improved air quality; and Improved accessibility for PEV owners/travelers in northern California.

Note: SRTA staff support, technical assistance and coordination is budgeted under WE 706.02.

Product 1: Administration

Task/Activity	Resp. Agency	Schedule
1.1 Identify studies needed. Prepare scope of work and procure consultant(s)	SRTA/SSNP	Jul - Aug
1.2 Execute and manage consultant contracts	SSNP	
1.3 Provide quarterly updates to SRTA, including requests for reimbursement.	SSNP	

Product 2: Research Transit Service Technology Applications

Task/Activity	Resp. Agency	Schedule
2.1 Review and evaluate existing SSNP transit technology applications. Review previously completed SRTA/RABA Transit Technology Plan and existing technologies. Identify potential coordination or integration of technologies with RABA.	Consultant	Aug - Dec
2.2 Develop a report summarizing research conducted and develop recommendations for transit technology implementation, including cost estimates and phasing schedule.		

Product 3: Determine Needed Alternative Fuel Infrastructure			
Task/Activity		Resp. Agency	Schedule
3.1	Identify possible locations for transit and/or public electric vehicle charging stations.	SSNP	Jul - Aug
3.2	Partner with Schatz Energy Research Center (SERC) through the Upstate Region PEV Coordinating Council grant program to evaluate site conditions, prepare preliminary design and determine cost estimates for a level 2 and/or 3 charging station.	SSNP/SERC	
3.3	Identify Dignity Health representative for Mercy Oaks campus infrastructure assessment	SSNP	
Product 4: Fleet Conversion			
Task/Activity		Resp. Agency	Schedule
4.1	Research fuel type, availability & costs of vehicles	SSNP/ consultant	July - Dec
4.2	Determine licensing & training requirements (for drivers) of the proposed vehicles		
4.3	Determine whether local mechanics would be able to maintain alternative fuel, hybrid or electric buses, availability of mechanics with experience, and/or necessary training.		
4.4	Research grant opportunities to fund purchases (Mercy Foundation North to facilitate)	SSNP	Jan - Jun
Product 5: Collaboration and Final Studies			
Task/Activity		Resp. Agency	Schedule
5.1	Consider opportunities for partnership and/or training programs with local or regional colleges for alternative fuel, hybrid or electric vehicle maintenance.	SSNP	Jul - Jun
5.2	Participate with the Upstate PEV Coordinating Council		Apr - Jun
5.3	Prepare final reports and present findings to SSNP Board and SRTA Board of Directors		