STAFF REPORT

MEETING DATE:	**February 28, 2017**
SUBJECT:	**Review Draft Fiscal Year 2017/18 Overall Work Program and Direct Staff**
AGENDA ITEM:	**12**
STAFF CONTACT:	**Sean Tiedgen, AICP, Senior Transportation Planner**

SUMMARY:

The Overall Work Program (OWP) is the agency's annual work plan and budget. It's proposed the OWP be converted into a two-year work plan and budget. Draft work elements for the Fiscal Year (FY) 2017/18 OWP are provided for the board of directors' review and guidance. A final draft FY 2017/18 OWP will be prepared for the board of directors' consideration at the April meeting.

STAFF RECOMMENDATION:

It is recommended that the board of directors provide guidance on the draft FY 2017/18 OWP work elements (Attachment B).

DISCUSSION:

Background – The OWP is the agency's annual program of planning activities and corresponding budget. The content of the draft FY 2017/18 OWP reflects the following priorities:

1. Core activities – Agency administration and essential planning and programming functions, including the Regional Transportation Plan (RTP), public transportation funding, short-term transportation improvement programs (TIPs), and the OWP.
2. Regional planning priorities – As approved by the board of directors in December 2016 (Attachment C).
3. State and federal priorities – Includes 'Federal Planning Factors' established by the federal transportation bill and 'California Planning Emphasis Areas' furnished by the Federal Highway Administration and the Federal Transit Administration (Attachment D).

The OWP is divided into work elements. Each work element includes a budget, narrative overview, and detailed scope of work. Most work elements carry over each year, with revisions based on work completed and the ongoing development of agency plans and programs, new grants, and guidance from SRTA's federal and state funding partners.

Change to a Two-Year Budget – Currently the OWP serves as a one-year annual work program and budget for SRTA's planning activities and capital projects. Moving forward, staff identified two additional goals of the OWP: 1) Develop the OWP into a two-year work plan; and 2) Account for all regional funds that SRTA is responsible for distributing or tracking, including local planning and capital funds. Since many of SRTA's activities are multi-year or cyclical projects a two-year program helps the agency better plan for future activities. Adding all regional funds in the OWP allows local agencies to see potential funds available to them for future projects, based on federal/state funding program estimates.

As shown in Attachment B, the draft FY 2017/18 OWP worksheets include budget columns for FY 2017/18 and FY 2018/19, and work tasks within each work element will indicate project schedules across the two-year period. The second year budget columns are for planning purposes and serves as an information element only, but will serve as the foundation for next year's official program and budget.

OWP Work Elements and Budget - The estimated draft FY 2017/18 OWP budget is $3.025 million, which includes SRTA costs (personnel, indirect, services and supplies, and consultants), planning activities and pass-through funds to local agencies (transit administration, planning projects and Safe Routes to Schools). This budget is approximately $85,000 lower than the FY 2016/17 budget. This is largely attributable to a reduction in consultant costs. Table 1 compares the board of directors approved FY 2016/17 budget versus the estimated FY 2017/18 budget. [insert new table]

[Discussion of capital funds and programs to be included in final report to board of directors.]

Draft FY 2017/18 OWP worksheets for all work elements (Attachment B) are provided for review and comment by the board of directors, partner agencies, and the public. Comments received by the Technical Advisory Committee meeting on April 10, 2017, will be incorporated and a final draft FY 2017/18 OWP will be presented to the board of directors in April to consider for adoption.

Notable new projects proposed for the FY 2017/18 OWP include:

- Sustainable Shasta grant-funded (if awarded) project to develop active transportation projects in Strategic Growth Areas for programming and delivery (WE 703.05);
- Developing a long-range transit plan (WE 706.02); and
- The grant-funded (if awarded) North State Express business plan for intercity bus transit (WE 706.07).

Local Agency Projects – The cities of Redding and Shasta Lake have requested that their projects awarded in the current year carryover into FY 2017/18. For various reasons their projects are currently behind anticipated schedules. Two projects are in the process of having Requests for Proposals (RFP) issued, one project started in December 2016, and one project will start March 2017. Shasta Senior Nutrition Program expects to complete their project by June 30, 2017. A call for planning projects was not issued for FY 2017/18 to allow completion of current local agency planning projects. Going forward, staff is considering a call for projects every two years due to long project delivery times.

ALTERNATIVES:

The board of directors may specify modifications to the draft OWP for further consideration at the April meeting.

OTHER AGENCY INVOLVEMENT:

Staff met with the Federal Highway Administration, the Federal Transit Administration, and Caltrans on November 30, 2016, to discuss federal, state, and regional planning priorities. Draft FY 2017/18 OWP work elements were presented and discussed with the Technical Advisory Committee. *The Technical Advisory Committee (TAC) concurs with the staff recommendation.*

FINANCING:

This item is for discussion only. The total draft FY 2017/18 budget of $3.025 million is approximately $85,000 lower than the FY 2016/17 budget. The draft budget assumes $283,007 in grant-funded work that has yet to be awarded. If the agency's grant applications are not selected for funding, projects may be partially funded with planning funds or deleted from the OWP and work efforts will be redirected accordingly, pending board of directors' approval at the next available meeting. A final budget and fiscal analysis will be provided in April.

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Daniel S. Little, AICP, Executive Director

Attachments: A: FY 2017/18 OWP Work Elements Summary Table *(Not available at TAC)*
B: Draft FY 2017/18 Overall Work Program Work Elements
C: Regional Planning Priorities (adopted December 2016)
D: Federal Planning Factors and Emphasis Areas

SHASTA REGIONAL TRANSPORTATION AGENCY -

Summary of 2017/18 Overall Work Program Funding Requirements

Work Element	Description	FHWA PL	State Toll Credits	FHWA PL C/O	FTA 5303	FTA 5303 Carryover	LTF	TDA	PPM	Non-Motorized Grants	Other (NSSR, Shasta Coll)	Reimb. & Planning Grants	SRTS	Total By Fund Source Proof
		100%	11.47%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
701	**System Planning**		Excluded from Totals											
701.01	Regional Transportation Plan	211,428	24,251											211,428
701.03	Performance Measures	59,474	6,822											59,474
701.09	Air Quality	17,206	1,974											17,206
701.11	Transp Data Collection & Reporting	79,212	9,086											79,212
	Total Work Element 701	**367,320**	**42,132**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**367,320**
702	**Work Program and Administration**													
702.01	Transportation Improvement Programs	75,751	8,689											75,751
702.02	Overall Work Program	111,502	12,789											111,502
702.03	Grant Writing and Technical Assistance						41,728							41,728
	Total Work Element 702	**187,253**	**21,478**	**0**	**0**	**0**	**41,728**	**0**	**0**	**0**	**0**	**0**	**0**	**228,982**
703	**Non-Motorized**													
703.01	Active Transportation Planning								105,159					105,159
703.04	GoShasta ATP		13,061	113,873						130,000				243,873
703.05	Sustainable Shasta		6,021	10,979					17,073			116,642		144,694
	Total Work Element 703	**0**	**19,082**	**124,852**	**0**	**0**	**0**	**0**	**122,232**	**130,000**	**0**	**116,642**	**0**	**493,725**
704	**Public and Agency Participation**													
704.01	Public Information & Participation		8,444	73,617			13,404							87,021
	Total Work Element 704	**0**	**8,444**	**73,617**	**0**	**0**	**13,404**	**0**	**0**	**0**	**0**	**0**	**0**	**87,021**
705	**Technology Applications**													
705.01	ITS Planning & Development								20,362					20,362
705.02	GIS Applications	69,943	8,022								2,000			71,943
705.05	Regional Modeling		9,198	80,189										80,189
	Total Work Element 705	**69,943**	**17,220**	**80,189**	**0**	**0**	**0**	**0**	**20,362**	**0**	**2,000**	**0**	**0**	**172,495**
706	**Public Transportation Planning**													
706.02	Public Transportation Plng & Coord		8,034		70,045	36,731								106,775
706.06	Greenhouse Gas Reduction Fund		2,977	25,958										25,958
706.07	North State Express Connect		6,275	54,706					52,241			166,365		273,312
706.08	Sunday Transit Service Demo Project		5,440	47,428										47,428
	Total Work Element 706	**0**	**22,726**	**128,092**	**70,045**	**36,731**	**0**	**0**	**52,241**	**0**	**0**	**166,365**	**0**	**453,473**
707	**Special Projects**													
707.01	Corridor Studies & Project Review		4,518	39,392										39,392
707.02	Safe Routes to School Grant												175,277	175,277
707.03	PEV Planning & Policy		4,057	35,370										35,370
707.04	Freight & Goods Movement Plng								95,142					95,142
707.07	RCEA Fuel-Cell Readiness Project		807	7,036							2,000			9,036
	Total Work Element 707	**0**	**9,382**	**81,797**	**0**	**0**	**0**	**0**	**95,142**	**0**	**2,000**	**0**	**175,277**	**354,215**
708	**Manage Transportation Development Act**													
708.03	Transportation Development Act						122,019							122,019
708.04	Transit and CTSA Agency Administration						30,564	564,000						594,564
	Total Work Element 708	**0**	**0**	**0**	**0**	**0**	**152,583**	**564,000**	**0**	**0**	**0**	**0**	**0**	**716,583**
800	**Other**													
801.01	North State Super Region										8,904			8,904
	Total Work Element 800	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,904**	**0**	**0**	**8,904**
900	**Local Agency Projects**													
901.01	Hilltop Dr Cooridor Signal		2,294	20,000										20,000
901.02	Victor Ave Cooridor Phasing		5,735	50,000										50,000
902.01	Cascade Blvd Sustainable Development		5,162	45,000										45,000
902.02	Micro-Transit Analysis		3,154	27,500										27,500
905.01	Capital Imp & Transit Modernization		0	0										0
	Total Work Element 900	**0**	**16,345**	**142,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**142,500**
Total of Budget by Fund Source		**624,516**	**156,809**	**631,047**	**70,045**	**36,731**	**207,715**	**564,000**	**289,977**	**130,000**	**12,904**	**283,007**	**175,277**	**3,025,218**

Planning/Administration Funds by Jurisdiction

	SRTA	624,516	0	393,547	70,045	36,731	207,715	10,000	289,977	130,000	12,904	283,007	0	2,058,441
	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			0						0				0
	Cty of Shasta- Health & Human Services									0			175,277	175,277
	County of Shasta- TDA Administration							24,000		0				24,000
	Total Plng/Admin Funds by Juris.	**624,516**	**0**	**631,047**	**70,045**	**36,731**	**207,715**	**564,000**	**289,977**	**130,000**	**12,904**	**283,007**	**175,277**	**3,025,218**

Capital Infrastructure & Transit Agency Operations

	Description	RSTP	LTF	STA	LCTOP	Caryover								Total By Fund Source Proof
	RSTP Streets & Roads	1,654,019												1,654,019
	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				??									0
	Low-Carbon Transit Oper Program 15-16				??									0
	Low-Carbon Transit Oper Program 16-17				??									0
	Low-Carbon Transit Oper Program 17-18				??									
	CTSA		??											0
	Rural Non-motorized 15-16		??											0
	Rural Non-motorized 14-15		??											0
	Rural Non-motorized 16-17		??											0
	Rural Non-motorized 17-18		??											0
	2% TDA Bike & Pedestrian Program 13-14		??											0
	2% TDA Bike & Pedestrian Program 14-15		??											0
	2% TDA Bike & Pedestrian Program 15-16		??											0
	2% TDA Bike & Pedestrian Program 16-17		??											0
	2% TDA Bike & Pedestrian Program 17-18		??											0
	Total Operational and Capital	**1,654,019**	**5,836,027**	**800,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,290,046**

Reconciliation of OWP Expenditures to Overall Budget OWP Expenditures

Expenditures per OWP	**3,025,218**
Add:Suite 101/102 Rental Expenses not in OWP	**40,143**
Less: TDA Administration not in Overall Bidget	**564,000**
2015-16 IDC Carryover	**(148,734)**
Expenditures per Overall Budget OWP Expenditures	**3,480,627**

Work Element	Description	FHWA PL	State Toll Credits	FHWA PL C/O	FTA 5303	FTA 5303 Carryover	LTF	TDA	PPM	Non-Motorized Grants	Other (NSSR, Shasta Coll)	Reimb. & Planning Grants	SRTS	Total By Fund Source Proof
		100%	11.47%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
701	**System Planning**		Excluded from Totals											
701.01	Regional Transportation Plan	174,159	19,976											174,159
701.03	Performance Measures	71,389	8,188											71,389
701.09	Air Quality	13,435	1,541											13,435
701.11	Transp Data Collection & Reporting	61,213	7,021											61,213
	Total Work Element 701	**320,195**	**36,726**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**320,195**
702	**Work Program and Administration**													
702.01	Transportation Improvement Programs	57,968	6,649											57,968
702.02	Overall Work Program	110,672	12,694											110,672
702.03	Grant Writing and Technical Assistance						64,626							64,626
	Total Work Element 702	**168,640**	**19,343**	**0**	**0**	**0**	**64,626**	**0**	**0**	**0**	**0**	**0**	**0**	**233,267**
703	**Non-Motorized**													
703.01	Active Transportation Planning								86,696					86,696
703.04	GoShasta ATP		3,462	30,183										30,183
703.05	Sustainable Shasta		1,259	10,979					35,713			250,358		297,050
	Total Work Element 703	**0**	**4,721**	**41,162**	**0**	**0**	**0**	**0**	**122,409**	**0**	**0**	**250,358**	**0**	**413,930**
704	**Public and Agency Participation**													
704.01	Public Information & Participation		7,020	61,200			15,300							76,500
	Total Work Element 704	**0**	**7,020**	**61,200**	**0**	**0**	**15,300**	**0**	**0**	**0**	**0**	**0**	**0**	**76,500**
705	**Technology Applications**													
705.01	ITS Planning & Development								14,665					14,665
705.02	GIS Applications	24,177	2,773								2,000			26,177
705.05	Regional Modeling		6,600	57,537										57,537
	Total Work Element 705	**24,177**	**9,373**	**57,537**	**0**	**0**	**0**	**0**	**14,665**	**0**	**2,000**	**0**	**0**	**98,379**
706	**Public Transportation Planning**													
706.02	Public Transportation Plng & Coord		8,034		70,005	53,657								123,662
706.06	Greenhouse Gas Reduction Fund		2,685	23,412										23,412
706.07	North State Express Connect		4,640	40,456					15,436			56,838		112,730
706.08	Sunday Transit Service Demo Project		2,536	22,110										22,110
	Total Work Element 706	**0**	**17,896**	**85,977**	**70,005**	**53,657**	**0**	**0**	**15,436**	**0**	**0**	**56,838**	**0**	**281,914**
707	**Special Projects**													
707.01	Corridor Studies & Project Review		4,908	42,788										42,788
707.02	Safe Routes to School Grant												174,726	174,726
707.03	PEV Planning & Policy		3,073	26,795										26,795
707.04	Freight & Goods Movement Plng								103,366					103,366
707.07	RCEA Fuel-Cell Readiness Project		785	6,847										6,847
	Total Work Element 707	**0**	**8,767**	**76,431**	**0**	**0**	**0**	**0**	**103,366**	**0**	**0**	**0**	**174,726**	**354,522**
708	**Manage Transportation Development Act**													
708.03	Transportation Development Act						99,133							99,133
708.04	Transit and CTSA Agency Administration						26,626	575,000						601,626
	Total Work Element 708	**0**	**0**	**0**	**0**	**0**	**125,759**	**575,000**	**0**	**0**	**0**	**0**	**0**	**700,759**
800	**Other**													
801.01	North State Super Region										9,734			9,734
	Total Work Element 800	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**9,734**	**0**	**0**	**9,734**
900	**Local Agency Projects**													
901.01	Hilltop Dr Cooridor Signal													
901.02	Victor Ave Cooridor Phasing													
902.01	Cascade Blvd Sustainable Development													
902.02	Micro-Transit Analysis													
905.01	Capital Imp & Transit Modernization		0	0										
	Total Work Element 900	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total of Budget by Fund Source		**513,013**	**103,845**	**322,307**	**70,005**	**53,657**	**205,686**	**575,000**	**255,876**	**0**	**11,734**	**307,196**	**174,726**	**2,489,200**

Planning/Administration Funds by Jurisdiction

	SRTA	513,013	0	84,807	70,005	53,657	205,686	21,000	255,876	0	11,734	307,196	(551)	1,522,424
	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			0						0				0
	Cty of Shasta- Health & Human Services									0			175,277	175,277
	County of Shasta- TDA Administration							24,000		0				24,000
	Total Plng/Admin Funds by Juris.	**513,013**	**0**	**322,307**	**70,005**	**53,657**	**205,686**	**575,000**	**255,876**	**0**	**11,734**	**307,196**	**174,726**	**2,489,200**

Capital Infrastructure & Transit Agency Operations

	Description	RSTP	LTF	STA	LCTOP	Caryover								Total By Fund Source Proof
	RSTP Streets & Roads	1,654,019												1,654,019
	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				??									0
	Low-Carbon Transit Oper Program 15-16				??									0
	Low-Carbon Transit Oper Program 16-17				??									0
	Low-Carbon Transit Oper Program 17-18				??									
	CTSA		??											0
	Rural Non-motorized 15-16		??											0
	Rural Non-motorized 14-15		??											0
	Rural Non-motorized 16-17		??											0
	Rural Non-motorized 17-18		??											0
	2% TDA Bike & Pedestrian Program 13-14		??											0
	2% TDA Bike & Pedestrian Program 14-15		??											0
	2% TDA Bike & Pedestrian Program 15-16		??											0
	2% TDA Bike & Pedestrian Program 16-17		??											0
	2% TDA Bike & Pedestrian Program 17-18		??											0
	Total Operational and Capital	**1,654,019**	**5,836,027**	**800,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,290,046**

Reconciliation of OWP Expenditures to Overall Budget OWP Expenditures

Expenditures per OWP	**2,489,200**
Add:Suite 101/102 Rental Expenses not in OWP	**40,143**
Less: TDA Administration not in Overall Bidget	**575,000**
2015-16 IDC Carryover	**(148,734)**
Expenditures per Overall Budget OWP Expenditures	**2,955,609**

WORK ELEMENT 700.98 — Indirect Cost PTO

Agency: SRTA | **Total Budget (FY 2017/18): ###** | Estimated Budget (FY 2018/19): $ 10

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations	FY 2017/18				FY 2018/19			
	Expenditures		Amount		Expenditures		Amount	
Shasta RTA								
Personnel - Direct PTO Salaries	$ 60,886			$ -	$ 10		$ 10	
TOTAL:	**$ 60,886**				**$ 10**	**$ -**	**$ 10**	**$ -**

Previous Accomplishments

New Work Element

Objective

To record paid time off in a separate work element.

Discussion

Caltrans requries 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 2017 - Jun 2019

WORK ELEMENT 700.99	Indirect Cost Allocation Plan

Agency: SRTA | **Total Budget (FY 2017/18): $ 580,283** | Estimated Budget (FY 2018/19): #REF!

ESTIMATED EXPENDITURE AND ICAP SUPPORT FOR FY 2017/18 & FY 2018/19

Services & Supplies	FY 2017/18				FY 2018/19	
	Amount ($)	Total Expenditures INDIRECT			Amount ($)	Total Expenditures INDIRECT
Shasta RTA						
Building Occupancy:						
Depreciation (Suite 202)	48,000	48,000			0	0
Interest	22,000	22,000			0	0
Insurance	3,200	3,200			0	0
Repairs	2,000	2,000			0	0
Janitorial	4,000	4,000			0	0
Elevator	600	600			0	0
Landscape	1,800	1,800			0	0
Taxes	100	100			0	0
Security	2,500	2,500			0	0
Utilities	14,000	14,000			0	0
Advertising	1,000	1,000				
Communication	8,500	8,500			0	0
Depreciation	1,300	1,300			0	0
Books and Educational Materials	1,000	1,000			0	0
Office Supplies	7,000	7,000			0	0
Computer Support	22,000	22,000			0	0
Dues/Subscriptions	8,500	8,500			0	0
Postage	2,000	2,000			0	0
Educational Training	1,000	1,000			0	0
Repairs and Maintenance	1,000	1,000			0	0
Software	8,000	8,000			0	0
Public Notice	500	500				
Travel	4,000	4,000			0	0
Licenses	500	500			0	0
Meetings	1,000	1,000			0	0
Insurance	7,000	7,000			0	0
Audit/Acturial Services	7,000	7,000			0	0
Legal Services	3,000	3,000			0	0
Personnel Services	12,500	12,500			0	0
Small Office Equipment	6,000	6,000			0	0
Conference/training	4,000	4,000			0	0
Sub Total	205,000	205,000			0	0
INDIRECT SALARIES & BENEFITS	314,397	314,397			317,186	317,186
NOTE - General Administration, office functions and allocable staff costs not directly attributable to specific work elements (Per ICAP filing).						
PTO (WE 700.98)	60,886	60,886			#REF!	#REF!
TOTAL:	**580,283**	**580,283**			**#REF!**	**#REF!**

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 2017 - Jun 2019
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 (FY 2017/18): $ 211,428** | **Estimated Budget (FY 2018/19): $ 174,159**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
Personnel	$ 58,392	$ 63,635	$ 122,027	$ 13,996	$ 64,271	$55,346	$ 119,616	$ 13,720
Services & Supplies	$ 3,000		$ 3,000	$ 344	$ 3,000		$ 3,000	$ 344
Human Resources	$ 1,401		$ 1,401	$ 161	$ 1,542		$ 1,542	$ 177
EIR Consultant (TBD)	$ 35,000		$ 35,000	$ 4,015	$ -		$ -	$ -
Consultant (Tasks 2.3 and 5.3)	$ 50,000		$ 50,000	$ 5,735	$ 50,000		$ 50,000	$ 5,735
TOTAL:	**$ 147,793**	**$ 63,635**	**$ 211,428**	**$ 24,251**	**$ 118,813**	**$55,346**	**$ 174,159**	**$ 19,976**

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. SRTA worked with the California Air Resources Board to develop revised SB 375 targets for year 2035. These targets will be included in the 2018 RTP/SCS. SRTA started initial updates to the 2018 RTP/SCS.

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 and FAST Act provisions (expected to be in effect by adoption of 2018 RTP) 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. It's anticipated that the 2018 RTP/SCS update may only require a Supplemental EIR.

Note: Consultant support for the 2015 and 2018 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 2017 - Jun 2018
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.		
1.3	Participate in ARB SB 375 Target Update process and develop updated regional GHG target for year 2035.		Jul 2017 - Dec 2017

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 2017 - Apr 2018
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 consultant(s) contract, including review of invoices and progress made on deliverables. Provide technical assistance to local agencies on grant applications.	Consultant	

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	Jan 2017 - Apr 2018
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, FAST Act, state and regional targets, developed under WE 701.03.		
3.4	Update transportation project lists		
3.5	Incorporate Transit Asset Management targets prepared by transit agencies and evaluate State of Good Repair needs and investments (if required)		
3.6	Conduct scenario testing using ShastaSIM and TBEST models		
3.7	Prepare Draft 2018 RTP/SCS		
3.9	Conduct outreach, solicit for comments and prepare responses.		
3.1	Prepare and present final 2018 RTP/SCS and EIR to SRTA Board of Directors for adoption		Apr 2018 - Jun 2018

Product 4:	2018 RTP/SCS Environmental Impact Report		
Task/Activity		**Resp. Agency**	**Schedule**
4.1	Administer procurement process for EIR consultant(s).	SRTA	Feb 2017 - Jun 2017
4.2	Manage EIR consultant contract.		Jul 2017 - Apr 2018
4.3	Prepare and distribute Draft RTP Supplemental EIR consistent with applicable laws. Conduct public outreach, as necessary, including any public hearings. Review and respond to public comments.	SRTA/ Consultant	
Product 5:	**2018 RTP implementation, including SCS**		
Task/Activity		**Resp. Agency**	**Schedule**
5.1	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	Apr 2018 - Ongoing
5.2	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.		
5.3	Manage consultant(s) contract, including review of invoices and progress made on deliverables. Provide technical assistance to local agencies on grant applications.	Consultant	

WORK ELEMENT 701.03 — Performance Measures

Agency: SRTA **Total Budget (FY 2017/18): $ 59,474** **Estimated Budget (FY 2018/19): $ 71,389**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
Personnel	$ 27,190	$ 29,631	$ 56,821	$ 6,517	$ 36,808	$ 31,697	$ 68,505	$ 7,858
Services & Supplies	$ 2,000		$ 2,000	$ 229	$ 2,000		$ 2,000	$ 229
Human Resources	$ 653		$ 653	$ 75	$ 883		$ 883	$ 101
TOTAL:	**$ 29,842**	**$ 29,631**	**$ 59,474**	**$ 6,822**	**$ 39,692**	**$ 31,697**	**$ 71,389**	**$ 8,188**

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 2017 - Jun 2018
1.2	Participate in technical work groups and training related to the development of performance measures, goals, and targets for California.		As needed
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.		Jul 2017 - Jun 2019
1.4	Update and refine initial regional performance measures developed as part of the 2015 RTP/SCS and technical methodologies associated with each target/measure.		
1.5	Conduct public outreach and present draft measures to SRTA Board of Directors.		As needed
1.6	Develop a web-based performance measure reporting tool. Maintain and update annually, as needed.		Jan 2017 - Jun 2018
1.7	Adopt final regional MAP-21/FAST Act performance measure targets for the Shasta County region ***(adoption of final targets dependent on timing of Caltrans adoption of statewide targets)*** .		***As required***

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. *Meetings to review performance measures and associated targets is dependent on timelines established by US DOT and Caltrans.*	Caltrans D2, Redding, Anderson, Shasta Lake, Shasta County, SCAQMD	Jul 2017 - Jun 2019

WORK ELEMENT 701.09 — Air Quality

Agency: SRTA **Total Budget (FY 2017/18): $ 17,206** **Estimated Budget (FY 2018/19): $ 13,435**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source	
SRTA	**Direct**	**Indirect**	**FHWA**	**Toll Credits**	**Direct**	**Indirect**	**FHWA**	**Toll Credits**
Personnel	$ 7,951	$ 8,665	$ 16,615	$ 1,906	$ 7,127	$ 6,137	$ 13,264	$ 1,521
Services & Supplies	$ 400		$ 400	$ 46	$ -		$ -	$ -
Human Resources	$ 191		$ 191	$ 22	$ 171		$ 171	$ 20
TOTAL:	**$ 8,541**	**$ 8,665**	**$ 17,206**	**$ 1,974**	**$ 7,298**	**$ 6,137**	**$ 13,435**	**$ 1,541**

Previous Accomplishments
Reviewed 2015 regional air quality reports and draft 2016 reports. Tracked EMFAC model changes. Reviewed potential implications of US EPA changes to Ozone standards.

Objective
To monitor harmful air emissions in Shasta County and initiate strategies needed to comply with state and federal air quality standards, as needed.

Discussion
Transportation is the single largest source of atmospheric emissions in California. Shasta County is currently classified as having "attainment" status for federal air quality standards, but this may change as population and travel demand grows. In 2015, the US Environmental Protection Agency (EPA) lowered the Ozone 8-hour standard to 0.070 parts per million (ppm). In the most recent 2015 Annual Monitoring Report the Anderson & Lassen Volcanic sites showed a 3-year average of 0.068 ppm. SRTA will continue to monitor and review air quality reports and work with regional and state partners should any sites reach or exceed the federal standards.

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. If the Shasta region loses its "attainment" status for any air quality standard, then SRTA may need to develop a more robust air quality analysis review of regional projects and conduct an air quality conformity analysis report as part of a subsequent Regional Transportation Plan update.

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	Jul 2017 - Jun 2019
1.2	Monitor federal air quality reports, California air quality reports, and related state/federal legislation. 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. *Note: consultant-performed post-processing is performed under WE 705.05.*	SRTA	As needed

WORK ELEMENT 701.11 — Transportation Data Collection and Reporting

Agency: **SRTA** **Total Budget (FY 2017/18): $ 79,212** **Estimated Budget (FY 2018/19): $ 61,213**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	**Direct**	**Indirect**	**FHWA**	**Toll Credits**	**Direct**	**Indirect**	**FHWA**	**Toll Credits**
Personnel	$ 22,927	$ 24,985	$ 47,912	$ 5,495	$ 24,116	$ 20,767	$ 44,884	$ 5,148
Services & Supplies	$ 750		$ 750	$ 86	$ 750		$ 750	$ 86
Human Resources	$ 550		$ 550	$ 63	$ 579		$ 579	$ 66
Travel Data Purchase	$ -		$ -	$ -	$ -		$ -	$ -
Consultant (Product 1)	$ 30,000		$ 30,000	$ 3,441	$ 15,000		$ 15,000	$ 1,721
TOTAL:	**$ 54,227**	**$ 24,985**	**$ 79,212**	**$ 9,086**	**$ 40,445**	**$ 20,767**	**$ 61,213**	**$ 7,021**

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. SRTA prepared a RFP for hiring a consultant for the regional travel data collection program. 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 data collection and monitoring may be conducted by local agencies. Local agencies are highly encouraged to submit data 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 tracking progress and developing targets for federal, state and regional MAP-21/FAST Act performance measures, updating travel model data and for use in SRTA's planning and programming activities.

Product 1: Regional Traffic Data Collection 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	Dec 2016 - Mar 2017
1.2	Prepare scope of work and issue RFP for acquiring consultants for multi-year contract.	SRTA	Mar 2017 - Jun 2017
1.3	Execute and manage consultant contract.	SRTA	Jun 2017 - Jul 2017
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	Jul 2017 - Jun 2019
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	Jul 2017 - Jun 2019

Product 2: HPMS reports to Caltrans

Task/Activity		Resp. Agency	Schedule
2.1	Compile traffic count data collected from consultant, local agencies and Caltrans.	SRTA	Annualy Nov - Jan
2.2	Update regional HPMS database and submit to Caltrans Headquarters.	SRTA	Annualy 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 (FY 2017/18): $ 75,751** **Estimated Budget (FY 2018/19): $ 57,968**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
Personnel	$ 33,944	$ 36,992	$ 70,936	$ 8,136	$ 28,628	$ 24,653	$ 53,281	$ 6,111
Services & Supplies	$ 4,000		$ 4,000	$ 459	$ 4,000		$ 4,000	$ 459
Human Resources	$ 815		$ 815	$ 93	$ 687		$ 687	$ 79
TOTAL:	**$ 38,759**	**$ 36,992**	**$ 75,751**	**$ 8,689**	**$ 33,315**	**$ 24,653**	**$ 57,968**	**$ 6,649**

Previous Accomplishments

Amended the 2015 Federal Transportation Improvement Plan (FTIP), prepared 2017 FTIP using California Transportation Improvement Program System (CTIPS), and made initial amendments to the 2017 FTIP. Executive director has been granted authority to approve both administrative modifications, and formal amendments, to the FTIP. Prepared 2016 Regional Transportation Improvement Program (RTIP). Developed and adopted a formal policy for consultation with Federal Land Management Agencies.

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:	2017 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. Notification to cognizant agencies, and interested individuals, when formal amendments approved.	SRTA	Jul 2017 - Jun 2019
1.2	Administrative modifications amendments required, or requested, including all of the materials listed in task 1.1, less the financial summary tables. Administrative modifications do not undergo public review.		

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 2017 - Mar 2018
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:	Prepare 2018 RTIP		
Task/Activity		**Resp. Agency**	**Schedule**
4.1	Review 2018 Fund Estimate and Final STIP Guidelines; attend CTC workshops on 2018 STIP.	SRTA	Jul 2017 - Aug 2017
4.2	Discuss projects for 2018 RTIP.		Jul 2017 - Dec 2017
4.3	Review RTP, performance measures, FAST Act targets, and agencypriorities in developing draft 2018 RTIP.		
4.4	Circulate for public review and comment.		
4.5	Approve 2018 RTIP and submit to CTC.		

Product 5:	Prepare 2019 FTIP		
Task/Activity		**Resp. Agency**	**Schedule**
5.1	Attend FTIP development workshop in Sacramento.	SRTA	Jan 2018 - Feb 2018
5.2	Solicit and gather programming information for 2019 FTIP.		Feb 2018 - Apr 2018
5.3	Transfer 2018 STIP and SHOPP projects into draft 2019 FTIP.		May 2018
5.4	Prepare draft 2019 FTIP and circulate for public/interagency review.		
5.5	Revise document and present to SRTA Board of Directors for approval.		June 2018

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

Agency: **SRTA** **Total Budget (FY 2017/18): $ 111,502** **Estimated Budget (FY 2018/19): $ 110,672**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	**Direct**	**Indirect**	**FHWA**	**Toll Credits**	**Direct**	**Indirect**	**FHWA**	**Toll Credits**
Personnel	$ 52,277	$ 56,971	$ 109,248	$ 12,531	$ 58,177	$ 50,098	$ 108,276	$ 12,419
Services & Supplies	$ 1,000		$ 1,000	$ 115	$ 1,000		$ 1,000	$ 115
Human Resources	$ 1,255		$ 1,255	$ 144	$ 1,396		$ 1,396	$ 160
TOTAL:	**$ 54,531**	**$ 56,971**	**$ 111,502**	**$ 12,789**	**$ 60,574**	**$ 50,098**	**$ 110,672**	**$ 12,694**

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 2017/18 planning priorities approved by the board of directors in December 2016. Developed a new 2-year format for the FY 2017/18 OWP.

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 2016/17 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 2017 - Sept 2017
Product 2:	**Management of FY 2017/18 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 2017/18 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 2018/19 Overall Work Program**		
Task/Activity		**Resp. Agency**	**Schedule**
4.1	Annual OWP coordination meeting with Caltrans, FHWA, and FTA.	SRTA	Nov or Dec 2017
4.2	Prepare and present FY 2018/19 regional planning priorities for board of directors' approval.		Oct 2017 - Dec 2017
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.		Aug 2017 - Jan 2018
4.4	Update prospectus and prepare draft FY 2018/19 work elements.		Nov 2017 - Feb 2018
4.5	Analyze FY 2018/19 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 2018/19 OWP to board of directors for review and comment.		Feb 2018
4.7	Submit draft FY 2018/19 OWP to state and federal agencies for review and comment.		Mar 2018
4.8	Revise draft 2018/19 OWP to include federal and state comments and recommendations.		Mar 2018 - Apr 2018
4.9	Prepare and present final FY 2018/19 OWP to board of directors for adoption.		Apr 2018
4.10	Prepare and submit annual sub-recipient cooperative agreements to sub-recipients. File SCAs and issue Notices to Proceed upon full execution.		May 2018 - Jun 2018
4.11	Submit final FY 2018/19 OWP to Caltrans for state and federal approval.		

WORK ELEMENT 702.03 — Grant Writing and Technical Assistance

Agency: SRTA **Total Budget (FY 2017/18): $ 41,728** **Estimated Budget (FY 2018/19): $ 64,626**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	LTF		Direct	Indirect	LTF	
Personnel	$ 19,504	$ 21,256	$ 40,760	$ -	$ 34,017	$ 29,293	$ 63,310	$ -
Services & Supplies	$ 500		$ 500	$ -	$ 500		$ 500	$ -
Human Resources	$ 468		$ 468	$ -	$ 816		$ 816	$ -
Consultant (Product 2)								
TOTAL:	**$ 20,473**	**$ 21,256**	**$ 41,728**	**$ -**	**$ 35,333**	**$ 29,293**	**$ 64,626**	**$ -**

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 2017 - Jun 2019
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.	SRTA	Jul 2017 - Jun 2019
1.3	Develop project work scopes and organize interagency and community partnerships and resources.	SRTA	Jul 2017 - Jun 2019
Product 2:	**Grant development consultant contract**		
Task/Activity		**Resp. Agency**	**Schedule**
2.1	Administer procurement process for consultant services.	SRTA	Jul 2017 - Jun 2019
2.2	Manage consultant contracts, including review of invoices and progress made on deliverables.	SRTA	Jul 2017 - Jun 2019
2.3	Consultant work as required to develop grant applications.	Consultant	Jul 2017 - Jun 2019

WORK ELEMENT 703.01 — Active Transportation Planning

Agency: SRTA | **Total Budget (FY 2017/18): $ 105,159** | **Estimated Budget (FY 2018/19): $ 86,696**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	**Direct**	**Indirect**	**PPM**		**Direct**	**Indirect**	**PPM**	
Personnel	$ 48,613	$ 52,978	$ 101,592	$ -	$ 44,716	$ 38,507	$ 83,223	$ -
Services & Supplies	$ 2,400		$ 2,400	$ -	$ 2,400		$ 2,400	$ -
Human Resources	$ 1,167		$ 1,167	$ -	$ 1,073		$ 1,073	$ -
TOTAL:	**$ 52,180**	**$ 52,978**	**$ 105,159**	**$ -**	**$ 48,190**	**$ 38,507**	**$ 86,696**	**$ -**

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. SRTA hosted nine Association of Pedestrian and Bicycle Professionals (APBP) webinars.

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 2017 - Jun 2019
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 2017 - Jun 2019

Product 3:	Manage SRTA's Non-Motorized Programs		
Task/Activity		**Resp. Agency**	**Schedule**
3.1	Advise and support local agencies in preparing bicycle and pedestrian project nominations.	SRTA	Jul 2017 - Jun 2019
3.2	Administer and manage Rural BLAST Program and 2% TDA bicycle and pedestrian set-aside, including accounting and project monitoring.		

WORK ELEMENT 703.04 — GoShasta Active Transportation Plan

Agency: **SRTA** **Total Budget (FY 2017/18): $ 243,873** **Estimated Budget (FY 2018/19): $ 30,183**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18						FY 2018/19					
	Expenditures		Revenue by Fund Source ($)				Expenditures		Revenue by Fund Source ($)			
SRTA	**Direct**	**Indirect**	**ATP**	**FHWA C/O**	**Toll Credits**		**Direct**	**Indirect**		**FHWA C/O**	**Toll Credits**	
Personnel	$ 42,044	$ 45,820	$ -	$ 87,864	$ 10,078		$15,481	$ 13,331	$-	$ 28,812	$ 3,305	$-
Services & Supplies	$ 5,000		$ -	$ 5,000	$ 574		$ 1,000		$-	$ 1,000	$ 115	
Human Resources	$ 1,009		$ -	$ 1,009	$ 116		$ 372		$-	$ 372	$ 43	$-
Consultant-Toole Design	$ 150,000		$130,000	$ 20,000	$ 2,294				$-	$ -	$ -	$-
TOTAL:	**$ 198,053**	**$ 45,820**	**$130,000**	**$ 113,873**	**$ 13,061**		**$16,852**	**$ 13,331**	**$-**	**$ 30,183**	**$ 3,462**	**$-**

Previous Accomplishments

Project started in FY 2016/17. Procured consultant Tool Design Group for development of the GoShasta Regional Active Transportation Plan. The GoShasta kickoff meeting was prepared and executed. The GoShasta Citizens Advisory Committee and Steering Committee were formed and meetings wered held to inform the public outreach process and the development of the plan. Data on existing conditions was collected and analyzed, including a Level of Traffic Stress Analysis for cycling. User needs and preferences were solicited with surveys and the use of an online interactive map on a website was created for the project.

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:	Plan Development		
Task/Activity		**Resp. Agency**	**Schedule**
1.1	Project prioritization and development of jurisdictional and regional non-motorized policies	Local Jurisdictions	Jul 2017 - Dec 2017
1.2	Develop regional project list, non-motorized policies, and programs	SRTA/ Consultant	
1.3	Prepare GoShasta Plan		
1.4	Present GoShasta Plan to SRTA board and councils of local jurisdictions.		

Product 2:	Project Management		
Task/Activity		**Resp. Agency**	**Schedule**
2.1	Project management, invoicing, quarterly reports to Caltrans	SRTA	Jul 2017 - Dec 2017
2.2	Interagency coordination		

WORK ELEMENT 703.05 — Sustainable Shasta

Agency: SRTA **Total Budget (FY 2017/18): $ 186,208** **Estimated Budget (FY 2018/19): $ 297,050**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18						FY 2018/19					
	Expenditures		Revenue by Fund Source ($)				Expenditures		Revenue by Fund Source ($)			
SRTA	**Direct**	**Indirect**	**PPM**	**STPG**	**FHWA C/O**	**Toll Credits**	**Direct**	**Indirect**	**PPM**	**STPG**	**FHWA C/O**	**Toll Credits**
Personnel	$ 32,437	$ 35,350	$17,073	$ -	$ 50,714	$ 5,817	$ 24,742	######	######	$ -	$ 10,335	$ 1,185
Services & Supplies	$ 1,000		$ -	$ -	$ 1,000	$ 115	$ 50		$ -	$ -	$ 50	$ 6
Human Resources	$ 778		$ -	$ -	$ 778	$ 89	$ 594		$ -	$ -	$ 594	$ 68
Consultant	$ 116,642		$ -	$116,642	$ -	$ -	$ 250,358		$ -	$ 250,358	$ -	$ -
TOTAL:	**$ 150,858**	**$ 35,350**	**$17,073**	**$116,642**	**$ 52,493**	**$ 6,021**	**$ 275,744**	**######**	**######**	**$ 250,358**	**$ 10,979**	**$ 1,259**

Previous Accomplishments
New Work Element

Objective
The project promotes advanced non-motorized corridors that support sustainable growth in Strategic Growth Areas (SGAs), equipping community partners with details for the next generation of SGA non-motorized implementation. Project deliverables bridge a gap by taking high level project concepts and adding the necessary level of detail for project programming and delivery. Deliverables are:

1) Neighborhood level public outreach;
2) Complete street corridor layouts within and into SGAs;
3) Regional funding policy guidance, e.g. NACTO Urban Bikeway Design Guide; and
4) Procurement program for amenities.

Efforts will be coordinated with land use and multi-modal programs to maximize performance outcomes.

Discussion
The Shasta Region requires a new generation of non-motorized infrastructure and amenities to meet the region's greenhouse gas (GHG) emission reduction target pursuant to Senate Bill 375, the Sustainable Communities Act. The '2015 Regional Transportation Plan/Sustainable Communities Strategy for Shasta County' (RTP/SCS) is premised on a leap forward in multi-modal infrastructure, not incremental change. Furthermore, the RTP/SCS identifies non-motorized project delivery in Strategic Growth Areas (SGAs) as a top priority. If built, advanced non-motorized infrastructure (e.g. Class IV separated bikeways/cycle tracks, protected intersections, rectangular rapidly flashing beacon, etc.) and amenities (e.g. wayfinding signage, racks, lockers, stair ramps, fix-it stations, air stations, hydration stations, benches, shelters, etc.) in SGAs would facilitate the mode shift needed to meet the region's GHG target and goals for mobility, health, safety, and sustainability.

Unfortunately, the region lacks a shelf of non-motorized project plans. The deficiency is two-fold:

1) Absence of 'pipeline' Complete Street corridor projects - There are no SGA non-motorized Complete Street corridor projects ready for pursuit of programming and funding. In many cases local funding that should be used for construction is being spent on planning alignment and layout. Three times in as many years, Shasta Regional Transportation Agency's (SRTA) Non-motorized Program has been tapped to develop project study reports and the details needed to pursue funding.

2) Non-motorized details - Advanced safety features (e.g. Class IV separated bikeways/cycle tracks, protected intersections) and non-motorized amenities (e.g. wayfinding signage, racks, lockers, stair ramps, fix-it stations, air stations, hydration stations, benches, shelters) are too often left out of or not considered for construction by developers, businesses, and community partners. No local agency in the region has an adopted Complete Streets Design Manual.

Product 1:	Procurement and Reporting				
Task/Activity				**Resp. Agency**	**Schedule**
1.1	Prepare request for proposals, procure consultant. Deliverables are procurement package(s) including request for proposals, proposals; selection documents, and consultant contract.			SRTA	Jul 2017 - Oct 2017
1.2	Kick-off meeting between SRTA, consultant and Caltrans. Deliverables are kick-off meeting agenda and minutes; project management plan with defined roles; updated project schedule.			SRTA, consultant, Caltrans	10/1/2017
1.3	Administer grant, including quarterly reports to Caltrans and invoicing. Deliverables are quarterly reports, invoices, and final report.			SRTA	Jul 2017 - Jun 2020
Product 2:	**Outreach and Stakeholder Communication**				
Task/Activity				**Resp. Agency**	**Schedule**
2.1	Workshop between SRTA, consultant and project partners. Deliverables are stimulating workshop posters, speaker list, attendee list, presentations, refreshments.			SRTA, consultant, project partners	Nov 2017 - Dec 2017
2.2	Coordinate project team communication. Deliverables are project team list, sign-in sheets, agendas, minutes, project updates, presentation material.			SRTA, consultant, project partners	Jan 2018 - Jun 2020
2.3	Coordinate 15-20 outreach meetings, including neighborhood focus groups – piggybacking with on-going neighborhood association and other organization coordination (e.g. Healthy Shasta), – stakeholder interviews, and site visits. Participants will be directly invited to final presentations in Task 5.3. Deliverables are schedules, notes, invitations, participation counts from 15-20 outreach meetings.			SRTA, consultant	Jan 2018 - Mar 2019
2.4	Summary of outreach and stakeholder communication. Deliverable is a technical memorandum summarizing outreach and stakeholder communication and results.			consultant	Oct 2019 - Dec 2019
Product 3:	**Corridor Alignment and Layout**				
Task/Activity				**Resp. Agency**	**Schedule**
3.1	Analyze and present alternative context-appropriate non-motorized alignments and layouts for 15 to 20 corridors with limited automobile conflicts into seven regional SGAs. A new generation of Class I and Class IV non-motorized projects that enhance connectivity to surrounding neighborhoods facilities are needed to expand mobility options within and to SGAs. Deliverables are alignment and layout alternatives for 15 to 20 corridors into SGAs.			consultant	Feb 2018 - Mar 2019
3.2	Recommend non-motorized alignments and layouts for 15-20 corridors into SGAs. Deliverables are recommended alignments and layouts for 15-20 corridors into SGAs.			SRTA, consultant, project partners	Apr 2019 - Jun 2019
3.3	Analyze and present alternative alignments and layouts of destination streets or blocks in SGAs. Deliverables are alignment and layout alternatives for destination streets/blocks in SGAs.			consultant	Feb 2018 - Mar 2019
3.4	Recommend alignments and layouts for destination streets/blocks in SGAs. Deliverables are recommended alignments and layouts for destination streets/blocks in SGAs.			SRTA, consultant, project partners	Apr 2019 - Jun 2019
3.5	Summary of corridor alignments and layouts. Deliverable is a technical memorandum summarizing corridor alignment and layout results.			consultant	Jul 2019 - Oct 2019

Product 4:	Regional Policies and Procurement Program				
Task/Activity				Resp. Agency	Schedule
4.1	Establishment of regional non-motorized funding policies that point partner agencies to the most up-to-date guidance on advanced bicycle and pedestrian infrastructure (e.g. NACTO Urban Bikeway Design Guide) and promote projects that include non-motorized amenities. Deliverables are regional non-motorized funding policies for advanced non-motorized infrastructure and amenities.			SRTA, consultant, project partners	Mar 2019 - Oct 2019
4.2	Development of a procurement program for non-motorized transportation amenities (e.g. wayfinding signage, racks, lockers, stair ramps, fix-it stations, air stations, hydration stations, benches, shelters, etc.). Deliverable is a procurement program for amenities.			SRTA, consultant, project partners	Jan 2019 - Oct 2019
4.3	Summary of regional funding policies and amenities procurement program. Deliverable is a technical memorandum summarizing regional non-motorized funding policies and amenities procurement program.			consultant	Nov 2019 - Jan 2020
Product 5:	**Final Report**				
Task/Activity				**Resp. Agency**	**Schedule**
5.1	Prepare draft final report with implementation and next steps, circulate for review and make revisions as appropriate. Deliverable is a draft final report with implementation and next steps.			SRTA, consultant	Dec 2019 - March 2020
5.2	Final report printing and circulation. Deliverable is final report in printed and digital formats.			consultant	Feb 2020 - Apr 2020
5.3	Present final report (totaling 6-8 final presentations) to project team boards and councils, Caltrans executive management and SRTA board. Deliverables are presentations (6-8) to project team boards and councils, Caltrans executive management and SRTA board.			consultant	Feb 2020 - Jun 2020

WORK ELEMENT 704.01 — Public Information and Participation

Agency: **SRTA** | **Total Budget (FY 2017/18): $ 87,021** | **Estimated Budget (FY 2018/19): $ 76,500**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	**FY 2017/18**					**FY 2018/19**				
	Expenditures		**Revenue by Fund Source ($)**			**Expenditures**		**Revenue by Fund Source ($)**		
SRTA	**Direct**	**Indirect**	**LTF**	**FHWA C/O**	**Toll Credits**	**Direct**	**Indirect**	**LTF**	**FHWA C/O**	**Toll Credits**
Personnel	$ 27,473	$ 29,939	######	$ 45,930	$ 5,268	$ 37,811	$ 32,560	$ 14,074	$ 56,296	$ 6,457
Services & Supplies	$ 4,000		$ 800	$ 3,200	$ 367	$ 50		$ 10	$ 40	$ 5
Human Resources	$ 659		$ 132	$ 527	$ 61	$ 907		$ 181	$ 726	$ 83
Consultant (CivicPlus)	$ 4,450		$ 890	$ 3,560	$ 408	$ 4,673		$ 935	$ 3,738	$ 429
Web Hosting	$ 500		$ 100	$ 400	$ 46	$ 500		$ 100	$ 400	$ 46
Community Polling/Survey	$ 20,000		$ -	$ 20,000	$ 2,294	$ -		$ -	$ -	$ -
TOTAL:	**$ 57,082**	**$ 29,939**	**######**	**$ 73,617**	**$ 8,444**	**$ 43,940**	**$ 32,560**	**$ 15,300**	**$ 61,200**	**$ 7,020**

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	Jul 2017 - Jun 2019
1.2	Prepare or maintain transportation program and funding fact sheets.		
1.3	Distribute as needed, including online posting.		
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 2017 - Jun 2019
Product 3:	**Track Public Participation Plan Performance Measures**		
Task/Activity		**Resp. Agency**	**Schedule**
3.1	Track efforts described in the 2016 Public Participation Plan in the 3 A's: Access, Awareness, and Action.	SRTA	Jul 2017 - Jun 2019
3.2	Design and administer random telephone community survey to establish baseline data for 2016 Public Participation Plan performance measures.	SRTA, Consultant	
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 2017 - Jun 2019

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

Agency: SRTA **Total Budget (FY 2017/18): $ 20,362** **Estimated Budget (FY 2018/19): $ 14,665**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source	
SRTA	**Direct**	**Indirect**	**PPM**		**Direct**	**Indirect**	**PPM**	
Personnel	$ 8,498	$ 9,261	$ 17,758	$ -	$ 6,506	$ 5,603	$ 12,109	$ -
Services & Supplies	$ 2,400		$ 2,400	$ -	$ 2,400		$ 2,400	$ -
Human Resources	$ 204		$ 204	$ -	$ 156		$ 156	$ -
TOTAL:	**$ 11,102**	**$ 9,261**	**$ 20,362**	**$ -**	**$ 9,062**	**$ 5,603**	**$ 14,665**	**$ -**

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. SRTA participated in discussions and efforts related to a Caltrans District 1 ITS architecture master plan project for counties in the North State Super Region.

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	Provide data on Shasta County ITS Architecture	SRTA	Jul 2017 - Jun 2018
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	Jul 2017 - Jun 2019
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 (FY 2017/18): $ 71,943** — **Estimated Budget (FY 2018/19): $26,177**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18					FY 2018/19				
	Expenditures		Revenue by Fund Source ($)			Expenditures		Revenue by Fund Source ($)		
SRTA	**Direct**	**Indirect**	**FHWA**	**Toll Credits**	**Shasta College**	**Direct**	**Indirect**	**FHWA**	**Toll Credits**	**Shasta College**
Personnel	$ 7,590	$ 8,271	$15,861	$ 1,819	$ -	$ 6,513	$ 5,608	$12,121	$ 1,390	0
Services & Supplies	$ 2,000		$ 2,000	$ 229	$ -	$ 2,000		$ 2,000	$ 229	$ -
Human Resources	$ 182		$ 182	$ 21	$ -	$ 156		$ 156	$ 18	$ -
ArcGIS Licenses	$ 9,900	$ -	$ 9,900	$ 1,136	$ -	$ 9,900	$ -	$ 9,900	$ 1,136	$ -
Consultant Services (GIS on-call)	$ 42,000	$ -	$42,000	$ 4,817	$ -	$ -	$ -	$ -	$ -	$ -
FarNorCalGIS License	$ 2,000	$ -	$ -	$ -	$ 2,000	$ 2,000	$ -	$ -	$ -	$ 2,000
TOTAL:	**$ 63,672**	**$ 8,271**	**$69,943**	**$ 8,022**	**$ 2,000**	**$ 20,569**	**$ 5,608**	**$24,177**	**$ 2,773**	**$ 2,000**

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 2017 - June 2019
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 2017 - June 2019
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	Jul 2017 - June 2019
Product 4:	**On-call GIS Support Services**		
Task/Activity		**Resp. Agency**	**Schedule**
4.1	Maintain on-call GIS consultant services contract.	SRTA	Jul 2017 - July 2018
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 2017 - June 2019

WORK ELEMENT 705.05 — Regional Modeling and Forecasting Tools

Agency: SRTA **Total Budget (FY 2017/18): $80,189** **Estimated Budget (FY 2018/19): $ 57,537**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
Personnel	$ 10,213	$11,130	$ 21,344	$ 2,448	$ 10,046	$ 8,651	$ 18,696	$ 2,144
Services & Supplies	$ 2,000		$ 2,000	$ 229	$ 2,000		$ 2,000	$ 229
Human Resources	$ 245		$ 245	$ 28	$ 241		$ 241	$ 28
Consultant Services	$ 50,000		$ 50,000	$ 5,735	$ 30,000		$ 30,000	$ 3,441
Cube Software License	$ 6,600		$ 6,600	$ 757	$ 6,600		$ 6,600	$ 757
TOTAL:	**$ 69,059**	**$11,130**	**$ 80,189**	**$ 9,198**	**$ 48,887**	**$ 8,651**	**$ 57,537**	**$ 6,600**

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 (FY 2017/18): $106,775

Estimated Budget (FY 2018/19): $ 123,662

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18							FY 2018/19							
	Expenditures		Revenue by Fund Source ($)					Expenditures		Revenue by Fund Source ($)					
SRTA	Direct	Indirect	FTA 5303	FTA 5303 C/O			Toll Credits	Direct	Indirect	FTA 5303	FTA 5303 C/O				Toll Credits
Personnel	$ 48,858	$53,245	$ 66,980	$ 35,123	$-	$ -	$ 7,683	$ 63,742	$ 54,890	$ 67,158	$ 51,475	$-	$ -		$ 5,904
Services & Supplies	$ 3,500		$ 2,296	$ 1,204			$ 263	$ 3,500		$ 1,981	$ 1,519				$ 174
Human Resources	$ 1,173		$ 769	$ 403			$ 88	$ 1,530		$ 866	$ 664				$ 76
TOTAL:	**$ 53,531**	**$53,245**	**$ 70,045**	**$ 36,731**	**$-**	**$ -**	**$ 8,034**	**$ 68,772**	**$ 54,890**	**$ 70,005**	**$ 53,657**	**$-**	**$ -**	**$ -**	**$ 6,154**

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	Communication and coordination with intercity public transportation providers and public transportation providers operating in surrounding regions needed, including participation in discussions related to 'Shasta 211' services, as needed.	SRTA	Jul 2017 - Jun 2019
1.2	Participate in interagency meetings and workshops that support public transit planning, including: CalACT, transit board meetings, and/or similar		
1.3	Discuss and develop scopes of work for a long-range transit plan with regional transit partners. Development of a long-range transit plan.		Jul 2017 - Jun 2018
1.4	Discuss and develop scopes of work for projects that are eligible for 5307 and 5339 funding. Discuss options for obtaining more funds for the region.		Jul 2017 - Jun 2019

Product 2: Public transportation data and analysis

Task/Activity		Resp. Agency	Schedule
2.1	Collect and review transit performance data.	SRTA	Jul 2017 - Oct 201, Jul 2018 - Oct 2018
2.2	Formulate and provide recommendations toward enhancing transit performance and/or efficiencies.		Dec 2017 - Feb 2018, Dec 2018 - Feb 2019
2.3	Collect, audit, and report progress toward recommendations and performance targets for public transportation at year's end.		May 2018 - Jun 2018, May 2019 - Jun 2019

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 2017 - Jun 2019

Product 4: Sunday Transit Service Demonstration Project

Task/Activity		Resp. Agency	Schedule
4.1	Issue RFP for consultant services and acquire consultant.	SRTA	Jan 2017 - Feb 2017
4.2	Project administration/management - manage project, review invoices, draft and final documents.		Mar 2017 - Jun 2018
4.3	Project initiation to establish and agree upon communication protocols, roles & responsibilities, expectations, and to review background information on the region and project.	SRTA/Consultant	Mar - 2017
4.4	Service area planning - evaluate existing conditions, determine available assets, develop project service area, develop a demonstration project budget, and determine potential transit service providers for the demonstration project.	Consultant	Mar 2017 - Apr 2018
4.5	Identify necessary hardware and software capabilities for providing on-demand transit services; determine hardware and software implementation/maintenance costs for the demonstration project.		
4.6	Branding/Marketing - Develop a "brand" for the demonstration project and a marketing plan if implementation is approved.		
4.7	Prepare a final recommendations report and present to SRTA Board of Directors for consideration.	SRTA/Consultant	Apr 2018 - Jun 2018

Product 5: 2017 Shasta Coordinated Transportation Plan

Task/Activity		Resp. Agency	Schedule
5.1	Follow-up, and implement, the strategies from the 2017 Shasta Coordinated Transportation Plan.	SRTA	Jul 2017 - Jun 2018

WORK ELEMENT 706.06 — Greenhouse Gas Reduction Fund Programs

Agency: SRTA | **Total Budget (FY 2017/18):** $ 25,958 | **Estimated Budget (FY 2018/19):** $ 23,412

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
Personnel	$ 12,186	$ 13,280	$ 25,466	$ 2,921	$12,393	$10,672	$ 23,064	$ 2,645
Services & Supplies	$ 200		$ 200	$ 23	$ 50		$ 50	$ 6
Human Resources	$ 292		$ 292	$ 34	$ 297		$ 297	$ 34
TOTAL:	**$ 12,678**	**$ 13,280**	**$ 25,958**	**$ 2,977**	**$12,740**	**$10,672**	**$ 23,412**	**$ 2,685**

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 2017 -June 2019
1.2	Review statutes, rules, and regulations, and pending legislation pertinent to LCTOP funding	SRTA	Jul 2017 -June 2019
1.3	Review and process invoices for project work completion.	SRTA	Jul 2017 -June 2019
1.4	Prepare semi-annual progress and final project report	SRTA	Jul 2017 -June 2019
1.5	Participate in financial and performance auditing.	SRTA	Jul 2017 -June 2019

WORK ELEMENT 706.07												North State Express Connect Business Plan

Agency: SRTA **Total Budget (FY 2017/18): $ 273,312** **Estimated Budget (FY 2018/19): $ 112,730**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18						FY 2018/19					
	Expenditures		Revenue by Fund Source ($)				Expenditures		Revenue by Fund Source ($)			
SRTA	**Direct**	**Indirect**	**PPM**	**STPG**	**FHWA C/O**	**Toll Credits**	**Direct**	**Indirect**	**PPM**	**STPG**	**FHWA C/O**	**Toll Credits**
Personnel	$ 34,983	$ 38,124	$52,241	$ -	$ 20,866	$ 2,393	######	######	######	$ -	$ 39,695	$ 4,553
Services & Supplies	$ 1,000		$ -	$ -	$ 1,000	$ 115	$ 50		$ -	$ -	$ 50	$ 6
Human Resources	$ 840		$ -	$ -	$ 840	$ 96	$ 711		$ -	$ -	$ 711	$ 82
Data Purchase	$ 32,000				$ 32,000	$ 3,670						
Consultant	$ 166,365		$ -	$166,365	$ -	$ -	######	$ -	$ -	######	$ -	$ -
TOTAL:	**$ 235,188**	**$ 38,124**	**$52,241**	**$166,365**	**$ 54,706**	**$ 6,275**	**######**	**######**	**######**	**######**	**$ 40,456**	**$ 4,640**

Previous Accomplishments

New Work Element

Objective

The project details an intercity bus network with a backbone I-5 service between Redding and Sacramento and feeder services linking Shasta, Modoc, Siskiyou, Humboldt, Lassen, Butte, Trinity, Tehama, Glenn, Lake and Colusa counties. It develops agreements with state, rail and regional partners and reaches out to rural, disadvantaged communities. It describes an environmentally friendly, secure, technology enabled service and develops cost analysis for operating and capital needs. The plan describes an accessible service to Sacramento International Airport, downtown Sacramento, and the Sacramento Amtrak Station for connections to the Capital Corridor, Coast Starlight, San Joaquin and eventual California High Speed Rail.

Discussion

The problem is that the North State needs a plan to improve intercity access to large urban markets in Sacramento and beyond. The northern third of California is essentially cut off from the rest of the state in regards to public transportation connections. The proposed North State (NS) Express Connect Business Plan will describe the details of enhanced bus transit as a mode choice for rural north state citizens to access Sacramento, the Amtrak Sacramento Valley Station, and the Sacramento International Airport.

The existing options for travel have significant limitations to effective transportation, including accessibility, cost and convenience. The current services include one passenger rail route daily between Sacramento and Redding, daily Amtrak Thruway bus deviating from a proposed NS Express Connect route, limited Greyhound bus service and a costly private shuttle service between Redding and the Sacramento International Airport. The challenges facing these existing interregional connections include limited destinations, inconvenient schedules, poor on time service, lack of station services, frequent stops, indirect routes, need for transfers, and prohibitive cost.

Existing service is inadequate for the following reasons.

- Passenger rail service occurs once daily northbound (3:14 A.M.) and once daily southbound (2:21 A.M). Inconvenient hours, poor on time service, and lack of station services discourage ridership.
- Amtrak Thruway Bus service to Sacramento and Stockton routinely transports passengers, but tickets are only available as part of a rail trip.
- Greyhound bus service occurs four times daily, northbound and southbound. Frequent stops, indirect routes, inconvenient schedules and bus transfers limit ridership.
- First Class Shuttle service occurs three to four times on weekdays and twice on weekends for Sacramento International Airport passengers. The round trip cost of $140 per passenger can be prohibitive; particularly for seniors, disadvantaged communities and low income populations.

Rural northern California has historically had transportation challenges that position the automobile as the primary mode choice for interregional travel. This is due to a lack of funding and to some extent, interregional perspective. There are continuous requests for a public transportation option between California's northern counties and the urbanized areas of Sacramento and the San Francisco Bay Area for employment, medical, and recreational trips. The 2015 Regional Transportation Plan for Shasta County explained the need for opportunities to expand interregional public transportation options, with a focus on replacing long distance interregional vehicle trips to airports and other large urban destinations (RTP/SCS page 13). However, constrained federal and state funding resources as well as State, local and regional priorities have absorbed available funding resources and left a true interregional service unobtainable.

Product 1:	**Procurement and Reporting**		
Task/Activity		**Resp. Agency**	**Schedule**
1.1	Invoicing and reporting. Deliverables are quarterly reports, invoices, and final report	SRTA	Jun 2017 - Feb 2019
1.2	Conduct consultant solicitation. Deliverables are procurement package(s) including request for proposals, proposals and selection documents	SRTA	Jun 2017 - Oct 2017
1.3	Kick-off meeting between SRTA, consultant and Caltrans. Deliverables are kick-off meeting agenda and minutes; project management plan with defined roles; updated project schedule	SRTA, consultant	Oct 2017
Product 2:	**State, Rail, and Super Region Coordination**		
Task/Activity		**Resp. Agency**	**Schedule**
2.1	State Partnership Coordination. Deliverables are meeting notes from initial meeting, six-eight follow up meetings or conference calls.	SRTA, consultant	Jun 2017 - Dec 2018
2.2	Rail and Private Partnership Coordination. Deliverables are meeting notes from initial meetings, six-eight follow up meetings or conference calls.	SRTA, consultant	Jun 2017 - Dec 2018
2.3	Super Region Transit Partnership Coordination. Deliverables are meeting notes from scheduled Super Region meeting(s) and individual agency conference calls.	SRTA, consultant	Jun 2017 - Dec 2018
Product 3:	**Site and energy analysis for E-bus charging stations and downtime parking**		
Task/Activity		**Resp. Agency**	**Schedule**
3.1	Site analysis and recommendation. Deliverables are E-bus charging and parking site suitability analysis .	SRTA, consultant	Oct 2017 - Dec 2017
3.2	Cost analysis of utility requirements for proposed E-bus charging locations. Deliverables are E-bus charging locations capacity and cost analysis.	SRTA, consultant	Jan 2018 - Jun 2018
3.3	Cost analysis of infrastructure needs for proposed E-bus downtime parking locations. Deliverables are E-bus parking infrastructure cost analysis.	SRTA, consultant	Jan 2018 - Jun 2018
Product 4:	**Facilities access process and cost analysis**		
Task/Activity		**Resp. Agency**	**Schedule**
4.1	Documenting facility access process. Deliverable is facilities access process documentation.	SRTA, consultant	Oct 2017 - Jun 2018
4.2	Cost analysis for facility access. Deliverable is facilities access initial and on-going cost analysis.	SRTA, consultant	Jan 2018 - Jun 2018
Product 5:	**Ticketing structures audit and integration recommendation**		
Task/Activity		**Resp. Agency**	**Schedule**
5.1	Ticketing structures audit and integration recommendation. Deliverable is ticketing structure audit.	SRTA, consultant	Oct 2017 - Jan 2018
5.2	On-demand and smart mobile ticketing. Deliverables are smart ticketing report and integration path forward.	SRTA, consultant	Jan 2018 - Jun 2018
5.3	Cost analysis for ticketing integration. Deliverable is smart ticketing and integration cost analysis.	SRTA, consultant	Jan 2018 - Jun 2018

Product 6:	**Ridership demand analysis (includes data)**				
Task/Activity				**Resp. Agency**	**Schedule**
6.1	Big data to pinpoint current rider habits. Deliverable is big data purchase.			SRTA, consultant	Oct 2017 - Jan 2018
6.2	Ridership demand analysis. Deliverables are ridership demand analysis and stakeholder buy-in.			SRTA, consultant	Dec 2017 - Jun 2018
6.3	Public outreach. Deliverable is outreach report.			SRTA, consultant	Feb 2018 - Dec 2018
Product 7:	**Scheduling coordination**				
Task/Activity				**Resp. Agency**	**Schedule**
7.1	Analyze existing schedules and identify potential for scheduling coordination. Deliverables are coordinated schedule and two alternatives			SRTA, consultant	Oct 2017 - Jun 2018
Product 8:	**Secure passenger parking**				
Task/Activity				**Resp. Agency**	**Schedule**
8.1	Passenger parking infrastructure improvements. Deliverables are mockups and descriptions of parking infrastructure improvements.			SRTA, consultant	Oct 2017 - Feb 2018
8.2	Cost analysis for secure parking infrastructure improvements. Deliverables are secure passenger parking facilities cost analysis.			SRTA, consultant	Feb 2018 - Jun 2018
Product 9:	**Maintenance facility contract or site improvements analysis**				
Task/Activity				**Resp. Agency**	**Schedule**
9.1	Redding maintenance facility for buses, including overnight bus storage. Deliverables are RABA maintenance yard infrastructure, administrative and contractor needs report, as well as an optional maintenance and bus storage location needs report.			SRTA, consultant	Oct 2017 - Feb 2018
9.2	Cost analysis for RABA improvements and optional independent contractor. Deliverables are Maintenance yard and bus storage cost analysis for RABA maintenance yard and for independent contractor.			SRTA, consultant	Feb 2018 - Jun 2018
Product 10:	**Fare structure and operating budget**				
Task/Activity				**Resp. Agency**	**Schedule**
10.1	Fare structure. Deliverables are Fare structure that encourages longer trips and includes demand pricing.			SRTA, consultant	May 2018 - Nov 2018
10.2	Operating budget. Deliverables are operating budget for NS Express Connect.			SRTA, consultant	May 2018 - Nov 2018
Product 11:	**E-bus needs and costs analysis**				
Task/Activity				**Resp. Agency**	**Schedule**
11.1	E-bus needs. Deliverables are E-bus capital needs inventory.			SRTA, consultant	Oct 2017 - Feb 2018
11.2	Capital cost analyses. Deliverables are E-bus purchase and optional lease cost analysis .			SRTA, consultant	Dec 2017 - Apr 2018
Product 12:	**Final Business Plan**				
Task/Activity				**Resp. Agency**	**Schedule**
12.1	Compilation of prior tasks into a final business plan. Deliverable is North State Express Connect Business Plan.			SRTA, consultant	Nov 2018 - Dec 2018

WORK ELEMENT 706.08 — Sunday Transit Service Demonstration Project

Agency: SRTA **Total Budget (FY 2017/18): $ 47,428** **Estimated Budget (FY 2018/19): $ 22,110**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
Personnel	$ 21,964	$ 23,937	$ 45,901	$ 5,265	$11,198	$ 9,643	$ 20,841	$ 2,390
Services & Supplies	$ 1,000		$ 1,000	$ 115	$ 1,000		$ 1,000	$ 115
Human Resources	$ 527		$ 527	$ 60	$ 269		$ 269	$ 31
TOTAL:	**$ 23,492**	**$ 23,937**	**$ 47,428**	**$ 5,440**	**$12,467**	**$ 9,643**	**$ 22,110**	**$ 2,536**

Previous Accomplishments

This is a new work element in FY 2017/18.

Objective

To explore the potential for using on-demand transit services to meet community transportation needs.

Discussion

Sunday transit service has been a long-standing public request and is an identified need in the Redding Area Bus Authority's (RABA) short-range transit plan and SRTA's fiscal year 2016/17 Unmet Transit Needs findings. In response to this need, the SRTA Board of Directors approved an application for a FTA competitive grant program to provide "on-demand" Sunday transit service in June 2016. SRTA was not awarded grant funding, however SRTA supports exploring this concept further by developing an implementation plan for a potential Sunday transit service demonstration project. "On-demand" transit services utilize smart phone applications, GPS vehicle tracking, and advanced dispatch software to provide rider-responsive mobility when and where it's needed.

Product 1: Sunday Transit Service Demonstration Project Implementation Plan

Task/Activity		Resp. Agency	Schedule
1.1	Issue RFP for consultant services and acquire consultant.	SRTA	Jan 2017 - Feb 2017
1.2	Project administration/management - manage project, review invoices, draft and final documents.		Mar 2017 - Jun 2018
1.3	Project initiation to establish and agree upon communication protocols, roles & responsibilities, expectations, and to review background information on the region and project.	SRTA/ Consultant	Mar - 2017
1.4	Service area planning - evaluate existing conditions, determine available assets, develop project service area, develop a demonstration project budget, and determine potential transit service providers for the demonstration project.	Consultant	Mar 2017 - Apr 2018
1.5	Identify necessary hardware and software capabilities for providing on-demand transit services; determine hardware and software implementation/maintenance costs for the demonstration project.		
1.6	Branding/Marketing - Develop a "brand" for the demonstration project and a marketing plan if implementation is approved.		
1.7	Prepare a final recommendations report and present to SRTA Board of Directors for consideration.	SRTA/ Consultant	Apr 2018 - Jun 2018

WORK ELEMENT 707.01 — Corridor Studies & Project Review

Agency: SRTA **Total Budget (FY 2017/18): $ 39,392** **Estimated Budget (FY 2018/19): $ 42,788**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	**Direct**	**Indirect**	**FHWA C/O**	**Toll Credits**	**Direct**	**Indirect**	**FHWA C/O**	**Toll Credits**
Personnel	$ 18,446	$ 20,103	$ 38,549	$ 4,422	$ 22,671	$ 19,523	$ 42,194	$ 4,840
Services & Supplies	$ 400		$ 400	$ 46	$ 50		$ 50	$ 6
Human Resources	$ 443		$ 443	$ 51	$ 544		$ 544	$ 62
TOTAL:	**$ 19,289**	**$ 20,103**	**$ 39,392**	**$ 4,518**	**$ 23,265**	**$ 19,523**	**$ 42,788**	**$ 4,908**

Previous Accomplishments

Reviewed documents related to the Shasta Plaza Shopping Center in Shasta Lake, potential Costco sites, and Shasta Community Health Clinic in Anderson. Provided information to Caltrans related to traffic forecasts for their Riverside/I-5 PSR with the city of Anderson.

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/Healthy Shasta** — **Total Budget (FY 2017/18): $ 175,277** — **Estimated Budget (FY 2018/19): $ 174,726**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	SRTS		Direct	Indirect	SRTS	
Personnel	$ 2,449	$ 2,669	$ 5,118	$ -	$ 2,454	$ 2,113	$ 4,567	$ -
Services & Supplies	$ 100		$ 100	$ -	$ 100		$ 100	$ -
Human Resources	$ 59		$ 59	$ -	$ 59		$ 59	$ -
Shasta County HHSA (ATP Cycle 1)	$ 170,000		$ 170,000		$ 170,000		$ 170,000	
TOTAL:	**$ 172,608**	**$ 2,669**	**$ 175,277**	**$ -**	**$ 172,613**	**$ 2,113**	**$ 174,726**	**$ -**

Previous Accomplishments

Coordination of Shasta County Safe Routes to School Non-infrastructure grant. Provided Bike & Walk to School Day training and resources for school personnel and parent volunteers to implement Bike and Walk to School day events. Provided support for planning and implementation of three walking school buses. Provided a bicycle safety activity at one high school and a walk audit at another high school. Contracted with Shasta Living Streets to coordinate a "Family Bicycling Day" on Sequoia Street to celebrate the Safe Routes to School project that was completed on Sequoia Street. Provided helmet fitting, bicycle and pedestrian safety courses and activities at the open streets event.

Objective

To increase safety for non-motorized users. Complete 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 2017 - Jun 2019

Product 2: ATP SR2S Cycle 1 Grant Work Program

Task/Activity		Resp. Agency	Schedule
2.1	Conduct and/or participate in pedestrian and bicycle programs, activities and initiatives that support pedestrian and bicycle travel and safety.	Shasta County HHSA	Jul 207- Jun 2018
2.2	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.		Sept 2017 - May 2018
2.3	Train and work with a 10-12 person California Conservation Corps (CCC) crew to provide at least 5-10 ped/bike safety activities at 5-10 schools. Continue to provide 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 within the County.		April-May 2017; Sept - April 2018
2.4	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.		Sept 2017, March - May 2018
2.5	Encourage and support daily walking school buses/bike trains opportunities as they arise.		July 2017 - June 2018
2.6	Work with City of Redding, schools, and community partners to identify and design bicycle course where bicycle safety education events will take place.		Feb-June 2017; July 2017 - June 2018
2.7	Support annual Shasta Bike Challenge by encouraging schools to participate.		Jan - May 2017, Jan - May 2018
2.8	Expand and coordinate annual bicycle/pedestrian counts in Shasta County.		Aug - Nov 2017

WORK ELEMENT 707.03 — Alternative Fuels Vehicle Planning

Agency: SRTA | **Total Budget (FY 2017/18): $ 35,370** | **Estimated Budget (FY 2018/19): $ 26,795**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source	
SRTA	**Direct**	**Indirect**	**FHWA C/O**	**Toll Credits**	**Direct**	**Indirect**	**FHWA C/O**	**Toll Credits**
Personnel	$ 16,023	$ 17,462	$ 33,485	$ 3,841	$ 14,187	$ 12,217	$ 26,405	$ 3,029
Services & Supplies	$ 1,500		$ 1,500	$ 172	$ 50		$ 50	$ 6
Human Resources	$ 385		$ 385	$ 44	$ 340		$ 340	$ 39
Consultant Services	$ -		$ -	$ -	$ -		$ -	$ -
TOTAL:	**$ 17,908**	**$ 17,462**	**$ 35,370**	**$ 4,057**	**$ 14,578**	**$ 12,217**	**$ 26,795**	**$ 3,073**

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.		

WORK ELEMENT 707.04 — Goods & Freight Coordination and Planning

Agency: SRTA **Total Budget (FY 2017/18): $ 95,142** **Estimated Budget (FY 2018/19): $ 103,366**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18					FY 2018/19				
	Expenditures		Revenue by Fund Source ($)			Expenditures		Revenue by Fund Source ($)		
SRTA	**Direct**	**Indirect**	**PPM**			**Direct**	**Indirect**	**PPM**		
Personnel	$ 44,300	$ 48,278	$ 92,578			$ 54,806	$ 47,195	$102,001		
Services & Supplies	$ 1,500		$ 1,500			$ 50		$ 50		
Human Resources	$ 1,063		$ 1,063			$ 1,315		$ 1,315		
TOTAL:	**$ 46,864**	**$ 48,278**	**$ 95,142**	**$ -**	**$-**	**$ 56,171**	**$ 47,195**	**$103,366**	**$ -**	**$ -**

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'. This project is scheduled for completion in June 2017, with a focus on connecting two regional agriculture clusters to a high volume buyer in the Sacramento Area via consolidated transport.

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. This is to be accomplished through: 1) more efficient transportation of goods in/out of the region; 2) supporting the development of low trip generating industries; and 3) increased local production and consumption of goods, including the utilization and processing of s industrial inputs from within the North State.

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.

Moving forward, SRTA will identify and develop a plan for strategic freight areas and freight corridors in Shasta County. Key freight projects will be identified for future freight funding. The plan will be incorporated into SRTA's Regional Transportation Plan.

Product 1: Freight Coordination and Planning

Task/Activity		Resp. Agency	Schedule
1.1	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
1.2	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 2: Strategic Freight Areas and Corridors Plan

Task/Activity		Resp. Agency	Schedule
2.1	Identify potential freight and goods movements corridors and areas for freight planning activities.	SRTA	Jul 2017 - Jun 2018
2.2	Conduct public outreach with key stakeholders including Caltrans D2, local cities and county and private businesses.		
2.3	Develop draft plan and circulate for public comment, including relevant maps and information on SRTA's website.		
2.4	Implement plan		Jul 2018 - Jun 2019

WORK ELEMENT 707.07 — RCEA Hydrogen Fuel-Cell Readiness Project

Agency: **SRTA** **Total Budget (FY 2017/18): $ 9,036** **Estimated Budget (FY 2018/19): $ 6,847**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	**FY 2017/18**					**FY 2018/19**				
	Expenditures		**Revenue by Fund Source ($)**			**Expenditures**		**Revenue by Fund Source ($)**		
SRTA	**Direct**	**Indirect**	**RCEA**	**FHWA C/O**	**Toll Credits**	**Direct**	**Indirect**	**RCEA**	**FHWA C/O**	**Toll Credits**
Personnel	$ 4,227	$ 4,607	$2,000	$ 6,834	$ 784	$ 3,606	$ 3,105	$-	$ 6,710	$ 770
Services & Supplies	$ 100			$ 100	$ 11	$ 50			$ 50	$ 6
Human Resources	$ 101			$ 101	$ 12	$ 87			$ 87	$ 10
	$ -			$ -	$ -	$ -			$ -	$ -
TOTAL:	**$ 4,429**	**$ 4,607**	**$2,000**	**$ 7,036**	**$ 807**	**$ 3,742**	**$ 3,105**		**$ 6,847**	**$ 785**

Previous Accomplishments

This is a new work element

Objective

To encourage the planning of alternative fuels vehicles and infrastructure, with an emphasis on Hydrogen fuel cell technology.

Discussion

Metropolitan planning for the region should minimize transportation-related fuel consumption and air pollution (23 CFR 450.300). The latest generation of alternative fuel vehicles include plug-in electric vehicles (PEVs) and hydrogen fuel cell vehicles. The State is emphasising research, innovation and technologies for both electric and fuel cell vehicles and infrastructure. The Redwood Coast Energy Authority (RCEA) applied for and received funding to develop a hydrogen fuel-cell readiness plan for the North Coast and Upstate PEV planning regions. The project will explore the potential for hydrogen fuel-cell fueling infrastructure including a potential station in Shasta County. SRTA staff will participate as a technical advisor on activities in Shasta County, data related to fuel-cell technologies and coordinate discussions with regional partners during the project. A small amount of funding was acquired as part of the grant to offset part of SRTA's involvement in the project.

Product 1: North Coast and Upstate Fuel Cell Vehicle Readiness Project

Task/Activity		**Resp. Agency**	**Schedule**
1.1	Participate in North Coast and Upstate Fuel Cell Vehicle Readiness Project meetings.	SRTA	Quarterly
1.2	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
1.3	Assist in regional outreach efforts and promote Fuel Cell Electric Vehicle (FCEV) use.	SRTA	Jul - Jun

WORK ELEMENT 708.03	Transportation Development Act (TDA)

Agency: SRTA **Total Budget (FY 2017/18): $ 122,019** **Estimated Budget (FY 2018/19): $ 99,133**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source ($)	
SRTA	Direct	Indirect	LTF		Direct	Indirect	LTF	
Personnel	$ 48,074	$ 52,391	$ 100,465		$ 41,421	$ 35,669	$ 77,089	
Services & Supplies	$ 400		$ 400		$ 50		$ 50	
Human Resources	$ 1,154		$ 1,154		$ 994		$ 994	
Consultant Services (Financial Audit)	$ 20,000		$ 20,000		$ 21,000		$ 21,000	
TOTAL:	**$ 69,628**	**$ 52,391**	**$ 122,019**	**$ -**	**$ 63,465**	**$ 35,669**	**$ 99,133**	**$ -**

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. Produced and distributed 2017/18 Transit Needs Assessment.

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 2017, Feb 2018
1.2	Review LTF and STA claims submitted by claimants including associated technical assistance needed for adequate and proper reporting		May-June 2017, May-June 2018
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 2017, Sept-Oct 2018
1.5	Engage independent auditor		
1.6	Prepare claims for Board approval		Jun 2017, Jun 2018
1.7	Claim scheduling and payment		Jun 2017, Jun 2018
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 2017 - Jun 2019

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 2017 - Dec 2017/ Oct 2018 - Dec 2018
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 2017 - Jan 2018 / Dec 2018 - Jan 2019
3.4	Organize and support Social Services Transportation Advisory Council (SSTAC).		Dec 2017 - Mar 2018 / Dec 2018 - Mar 2019
3.5	Prepare staff report, resolution and presentation for board of directors/public hearing.		Feb 2018 / Feb 2019
3.6	Submit final document to Caltrans for acceptance.		Mar 2018 / Mar 2019

WORK ELEMENT 708.04 — Transit and CTSA Agency Administration

Agency: SRTA/RABA **Total Budget (FY 2017/18): $594,564** **Estimated Budget (FY 2018/19): $ 601,626**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source	
SRTA	**Direct**	**Indirect**	**LTF**	**TDA**	**Direct**	**Indirect**	**LTF**	**TDA**
Personnel	$ 14,412	$ 15,706	$ 30,118	$ -	$ 14,098	$ 12,140	$ 26,238	$ -
Services & Supplies	$ 100		$ 100	$ -	$ 50		$ 50	$ -
Human Resources	$ 346		$ 346	$ -	$ 338		$ 338	$ -
Shasta County TDA Adm.	$ 24,000			$ 24,000	$ 25,000			$ 25,000
City of Redding RABA Administration	$ 540,000			$ 540,000	$550,000			$ 550,000
TOTAL:	**$ 578,858**	**$ 15,706**	**$ 30,564**	**$ 564,000**	**$589,486**	**$ 12,140**	**$ 26,626**	**$ 575,000**

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 2017 - Jun 2019

Product 2:	CTSA Administration		
Task/Activity		**Resp. Agency**	**Schedule**
2.1	SRTA administration of transit services.	SRTA	Jul 2017 - Jun 2019

WORK ELEMENT 801.01 — North State Super Region (NSSR)

Agency: **SRTA** | **Total Budget (FY 2017/18): $ 8,904** | **Estimated Budget (FY 2018/19): $ 9,734**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source ($)	
SRTA	**Direct**	**Indirect**	**NSSR**		**Direct**	**Indirect**	**NSSR**	
Personnel	$ 3,976	$ 4,333	$ 8,309		$ 5,137	$ 4,424	$ 9,560	
Services & Supplies	$ 500		$ 500		$ 50		$ 50	
Human Resources	$ 95		$ 95		$ 123		$ 123	
TOTAL:	**$ 4,571**	**$ 4,333**	**$ 8,904**	**$ -**	**$ 5,310**	**$ 4,424**	**$ 9,734**	**$ -**

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. Invoiced contributing agencies of the NSSR.

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. Invoiced contributing agencies of the NSSR.		Jul 2017 - Jun 2019

WORK ELEMENT 901.01	Hilltop Drive Corridor Signal Optimization Study

Agency: Redding **Total Budget (FY 2017/18): $ 20,000** Estimated Budget (FY 2018/19): $ -

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
City of Redding	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
	$ 20,000		$ 20,000	$ 2,294	$ -		$ -	$ -
TOTAL:	$ 20,000	$ -	$ 20,000	$ 2,294	$ -	$ -	$ -	$ -

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

Project was started in FY 2016/17.

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		
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 (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 (FY 2017/18): $50,000** — Estimated Budget (FY 2018/19): $ -

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
Redding	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
	$ 50,000		$ 50,000	$ 5,735	$ -		$ -	$ -
TOTAL:	$ 50,000	$ -	$ 50,000	$ 5,735	$ -	$ -	$ -	$ -

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

Project was started in FY 2016/17.

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 approached 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

WORK ELEMENT 902.01 — Cascade Blvd. Sustainable Development Assessment

Agency: **Shasta Lake** **Total Budget (FY 2017/18): $ 45,000** Estimated Budget (FY 2018/19): $ -

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source ($)		Expenditures		Revenue by Fund Source ($)	
Shasta Lake	**Direct**	**Indirect**	**FHWA C/O**	**Toll Credits**	**Direct**	**Indirect**	**FHWA C/O**	**Toll Credits**
	$ 45,000		$ 45,000	$ 5,162	$ -	$ -	$ -	$ -
TOTAL:	**$ 45,000**	**$ -**	**$ 45,000**	**$ 5,162**	**$ -**	**$ -**	**$ -**	**$ -**

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

Project was started in FY 2016/17.

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 (FY 2017/18): $ 27,500** Estimated Budget (FY 2018/19): $ -

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source	
Shasta Lake	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
	$ 27,500	$ -	$ 27,500	$ 3,154	$ -	$ -	$ -	$ -
TOTAL:	$ 27,500	$ -	$ 27,500	$ 3,154	$ -	$ -	$ -	$ -

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

Project was started in FY 2016/17.

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

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.

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: **SSNP** **Total Budget (FY 2017/18): $ -** Estimated Budget (FY 2018/19): $ -

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source ($)	
Shasta Senior Nutrition Program	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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

Project was started and completed in FY 2016/17.

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 implemtation, 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 prelminary 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		
5.3	Prepare final reports and present findings to SSNP Board and SRTA Board of Directors		Apr - Jun

Attachment C – Fiscal Year 2017/18 Regional Planning Priorities

The following draft regional planning priorities approved by the SRTA Board of Directors on December 13, 2016:

- **Sustainable Development Program** – Continue to cultivate public-private partnerships to compete for capital funding opportunities, focusing on: 1) formal establishment of a regional program providing planning funds for projects that add housing and jobs within Strategic Growth Areas and 2) joint economic development initiatives that enhance the utilization of existing transportation systems and avoid or minimize adverse environmental impacts.

- **Performance Measures** – Maintain and strategically develop transportation data, modeling tools, and spatial analysis capabilities needed for developing targets and tracking progress towards federal and state performance measures. Focus areas will include: 1) tracking progress of regional and local projects, programs and policies helping to meet 2015 RTP objectives and greenhouse gas emissions targets; 2) demonstrating compliance with state and federal regulations, and substantiating state and federal transportation investment within the region; and 3) prepare and develop final performance measures for 2018 update to the RTP.

- **Active Transportation** – Focus areas include: 1) completing the regional active transportation plan – GoShasta – to guide implementation of the 2015 RTP and integrate into the 2018 RTP; 2) pursue funding to develop design guidelines for active transportation network corridors; and 3) prepare a list of construction grant-ready active transportation projects located within or directly serving Strategic Growth Areas.

- **Goods and Freight Movement** – Develop a goods and freight movement program, in consultation with Caltrans and regional public and private partners, that targets current and anticipated funding opportunities. Focus areas include: 1) supporting the development of consolidated transport of regional commodities within the North State and to external markets; and 2) pursuit of public-private economic development initiatives that would benefit from enhanced transportation infrastructure, services, technologies, and policies.

- **Alternative Fuels Vehicle Infrastructure Planning** – Build upon the findings of the Upstate Region Plug-in Electric Vehicle (PEV) Readiness Plan by creating a local program of projects for charging stations and capital grant funding. Focus areas include: 1) encouraging the integration of PEV infrastructure into new development projects; and 2) encourage electrification of commercial and public fleets where feasible.

- **Interregional and Intermodal Connections** – Develop a network of multi-modal infrastructure and services in coordination with regional and local agency partners. Focus areas include: 1) linking active transportation facilities to transit centers; 2) expanding interregional travel options to large urban services, amenities, and airports; and 3) coordinating with the North State Super Region on feeder public transportation services.

- **Enhanced Delivery of Public Transportation** – Support communication and coordination between the region's public transportation service providers in order to increase efficiency and better respond to rider's needs. Focus areas include: 1) supporting development of transit asset management plans; 2) planning and implementing an on-demand Sunday transit service demonstration project; 3) collecting public transportation data for performance measures; and 4) developing a comprehensive public transportation funding strategy**.**
- **System Efficiency (NEW)** – Support planning and implementation of projects that enhance and improve the operational efficiency and throughput of the transportation system while considering current and future transportation trends, including new technologies and user behavior. Focus areas may include: 1) planning and implementation of Intelligent Transportation Systems (ITS) technologies; 2) signal timing projects; and 3) projects focused on determining the ability of a jurisdiction to prepare for primarily all electric vehicles or autonomous vehicles.
- **System Preservation (NEW)** – Assist in the development of and support policies, programs and projects that help to preserve and improve the region's transportation infrastructure including highways, roads, bridges, transit, bike and pedestrian facilities. Focus areas include; 1) collect and monitor data on the overall health of the region's facilities; 2) identify measures that help to preserve the transportation system and share information with regional partners; 3) corridor studies focused on implementing complete streets; and 4) advocate and identify funding strategies that help resources to the region.

U.S. Department
of Transportation

**Federal Highway
Administration
Federal Transit
Administration**

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

In Reply Refer To: HEPP-1/TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sent a letter to the Executive Directors of the Metropolitan Planning Organizations (MPO) and the heads of the State Departments of Transportation (State DOT) encouraging you to give priority to the following emphasis areas in your updated unified planning work programs (UPWP) and statewide planning and research programs: MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These three priorities are included in Secretary Foxx's strategic objectives for the Surface Transportation Program. We are requesting State DOTs and MPOs reiterate and emphasize these planning emphasis areas in their respective planning work programs for Fiscal Year 2016. We are also directing our FHWA and FTA field offices to continue to work with you and your organizations to identify tasks that advance these U.S. Department of Transportation priorities.

MAP-21 Implementation

Transition to Performance-based Planning and Programming – We encourage State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to help develop your approach: Performance Based Planning and Programming Guidebook, Model Long Range Transportation Plans Guidebook, and Small Metropolitan Areas: Performance Based Planning.

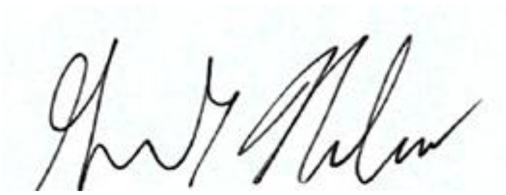
Regional Models of Cooperation

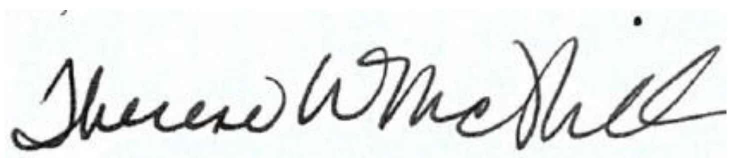
Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries – To improve the effectiveness of transportation decisionmaking, we encourage State DOTs, MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. We encourage you to visit FHWA's Regional Models of Cooperation and Every Day Counts Initiative Webpages for more information.

Ladders of Opportunity

Access to Essential Services – We encourage State DOTs, MPOs, and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decisionmaking process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

Sincerely yours,





Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Acting Administrator
Federal Transit Administration

California Planning Emphasis Areas
For Program Year 2018

Planning emphasis areas (PEAs) are policy, procedural and technical topics that should be considered by Federal planning fund recipients when preparing work programs for metropolitan and statewide planning and research assistance programs.

The Federal Highway Administration (FHWA) California Division and Federal Transit Administration (FTA) Region IX have determined that the areas of emphasis for California's transportation planning and air quality program for the Overall Work Programs for Program Year 2018 are:

- Core Planning Functions
- Performance Management
- State of Good Repair

Core Planning Functions

MPOs are reminded that their Overall Work Programs (OWP) must identify the Core Planning Functions and what work will be done during the program year to advance those functions. The Core Functions typically include:

- Overall Work Program
- Public Participation and Education
- Regional Transportation Plan
- Federal Transportation Improvement Program
- Congestion Management Process (required for TMAs)
- Annual Listing of Projects

The Moving Ahead for Progress in the 21st Century (MAP-21) legislation provided metropolitan transportation planning program funding for the integration of transportation planning processes in the MPA (i.e. rail, airports, seaports, intermodal facilities, public highways and transit, bicycle and pedestrian, etc.) into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPA. The FHWA and FTA request that all Metropolitan Planning Organizations (MPOs) review the Overall Work Plan (OWP) development process to ensure all activities and products mandated by the metropolitan transportation planning regulations in 23 CFR 450 are a priority for FHWA and FTA combined planning grant funding available to the region. The MPO OWP work elements and subsequent work tasks must be developed in sufficient detail (i.e. activity description, products, schedule, cost, etc.) to clearly explain the purpose and results of the work to be accomplished, including how they support the Federal transportation planning process (see 23 CFR 420.111 for documentation requirements for FHWA Planning funds).

Performance Management

Since MAP-21 was passed in 2012, Caltrans and most of California's MPOs have developed performance measures that inform their Regional Transportation Plans (RTPs) and Federal Transportation Improvement Programs (FTIPs). The objective of the performance- and outcome-based program is for States and MPOs to invest resources in projects that collectively will make progress toward the achievement of the national goals. MAP-21 requires the DOT, in consultation with States, metropolitan planning organizations (MPOs), and other stakeholders, to establish performance measures in the areas listed below:

- **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair
- **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System
- **System Reliability** - To improve the efficiency of the surface transportation system
- **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

Although the final rulemaking is not yet completed, the FHWA and FTA want each MPO to explicitly identify their process for determining performance targets and measures within their Overall Work Programs for FY 2017.

State of Good Repair

MPO's are required to evaluate their transportation system to assess the capital investment needed to maintain a State of Good Repair for the region's transportation facilities and equipment. MPO's shall coordinate with the transit providers in their region to incorporate the Transit Asset Management Plans (TAM's) prepared by the transit providers into the Region Transportation Plan (RTP). Analysis of State of Good Repair needs and investments shall be part of any RTP update, and must be included in the Overall Work Program task for developing the Regional Transportation Plan. MPO's are expected to regularly coordinate with transit operators to evaluate current information on the state of transit assets; to understand the transit operators transit asset management plans; and to ensure that the transit operators are continually providing transit asset information to support the MPO planning process.