



STAFF REPORT

MEETING DATE:	4/28/15
SUBJECT:	Amendment # 2 to the 2014/15 Overall Work Program
AGENDA ITEM:	5-7
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors adopt Resolution Number 15-04 (attached) approving Amendment #2 to the FY 2014/15 OWP.

DISCUSSION:

The OWP is the agency's comprehensive budget and scope of work for transportation planning activities, including estimated costs, funding sources, and completion schedules. The OWP is periodically amended to reflect new or modified work activities and changes in financial status. Amendments are introduced as needed during the first three quarters in response to projected budget overruns in certain work elements. Many other work elements fall below budgeted amounts; these and other changes are trueed-up each year in the April revise of the OWP. Amendment #2 accomplishes the following:

- Redistributes labor among work elements to coincide with the most current projections; and
- Adjusts consultant, sub-recipient, and services and supplies budgets to reflect the most current projections.

ALTERNATIVES:

The board may modify Amendment #2 to the FY 2014/15 OWP.

OTHER AGENCY INVOLVEMENT:

Caltrans District 2, the Federal Highway Administration California Division and the Federal Transit Administration Region XI approve formal OWP amendments. The state's deadline for formal OWP amendments is May 1 of each year.

FINANCING:

The agency originally budgeted \$2,216,726 in the FY 2014/15 OWP. Amendment #1 added funds to select work elements, thereby increasing the budget by \$71,138 to \$2,287,864. As noted above, the April revise is used to true-up anticipated budget shortfalls and surpluses. As a result of Amendment #2, the agency's new overall budget will be \$2,029,592, or \$187,134 less than originally budgeted. All changes are highlighted in yellow in the attached worksheets.

Daniel S. Little, AICP, Executive Director

Attachments: Resolution Number 15-04: Amendment #2 to the FY 2014/15 OWP
OWP Budget Worksheets (changes highlighted)

RESOLUTION



RESOLUTION NUMBER:	15-04
SUBJECT:	Amendment #2 to the Fiscal Year 2014/15 Overall Work Program

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

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

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

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Amendment #2 to the FY 2014/15 OWP, adding \$_____ in Federal Planning, \$_____ in Federal Planning Carryover, \$_____ in Planning Programming & Monitoring, and \$_____ in Local Transportation Fund between various work elements to cover a combination of agency staff and consultant expenses.

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

PASSED AND ADOPTED this 28th day of April, 2015, by the Shasta Regional Transportation Agency.

Missy McArthur, Chair
Shasta Regional Transportation Agency

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY -

Summary of 2024/25 Overall Work Program Funding Requirements

Work Element	Description	FHWA PI 100%	State Toll Credits 11.47%	FHWA PI C/O 88.53%	FTA 5203 Comptroller 88.53%	FTA 5204 88.53%	LTE 100%	TDA 100%	PRM 100%	Prop Bq 100%	N State Res 100%	Super Res 100%	SRTS/Other 100%	Total By Fund Source Proof
701	System Planning		Excluded from Totals											
701.01	Regional Transportation Plan	30,000	3,441						217,450					247,450
701.02	Performance Measures	18,005	2,065	500					65					18,570
701.03	Sustainable Communities Plan (Ind 1)								1,642	18,516				20,158
701.04	Interagency Coord & Transp Policy	65,546	7,518				5,500							71,064
701.05	Sustainable Communities Plan (Ind 2)								10,639	187,259				197,898
701.06	Air Quality	3,414	392											3,806
701.07	Transp Data Collection & Reporting	26,205	3,006											29,211
701.08	Total Work Element 701	143,170	16,422	500			5,500		225,737	205,815				584,783
702	Work Program and Administration													
702.01	Transportation Improvement Programs	38,524	4,429											42,953
702.02	Overall Work Program	38,524	4,429	202,287					25,709					228,496
702.03	Non-Motorized			202,287					25,209					267,110
703	Bicycle & Pedestrian													
703.01	Total Work Element 703	58,652	6,727	0					0					58,652
704	Public Information & Participation													
704.01	Public Information & Participation	81,625	9,362											90,987
705	Technology Applications													
705.01	GIS Applications	24,052	2,759	500					65					26,617
705.02	Regional Travel Demand Model	47,055	5,397	28,657					3,717					79,459
705.03	Total Work Element 705	71,107	8,156	29,187					3,782					106,076
706	Public Transportation Planning													
706.01	Public Transportation													
706.02	Total Work Element 706	0	0	0					0					0
707	Special Projects													
707.01	Corridor Studies & Project Review													
707.02	Safe Routes to School Grant													
707.03	Manage Transportation Development Act													
708	Transportation Development Act													
708.01	Transit Agency Administration													
708.02	Total Work Element 708	0	0	0					0					0
800	Other													
801.01	North State Super Region													
801.02	Total Work Element 800	0	0	0					0					0
Total of Budget by Fund Source		393,169	45,096	270,473	0		176,777	566,180	264,776	205,815		5,612	118,160	2,029,582

Planning/Administration Funds by Jurisdiction

SRTA	305,287	45,096	248,340				176,777	30,000	261,909	107,113		5,612	5,276	1,231,944
RABA Administration								513,180						513,180
City of Anderson	11,500													11,500
City of Redding	13,382								2,867	1,500				39,882
Shasta Lake City	0		22,133							97,202				97,202
City of Shasta - Health & Human Services														112,884
County of Shasta-TDA Administration								23,000						23,000
County of Shasta-Public Works														
Total Planning/Admin Funds by Juris.	393,169	45,096	270,473	0			176,777	566,180	264,776	205,815		5,612	118,160	2,029,582

Capital Infrastructure & Transit Agency Operations

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

WORK ELEMENT 700.99**Indirect Cost Allocation Plan**

Agency: SRTA

Total Budget: 262,799.78

ESTIMATED EXPENDITURE AND ICAP SUPPORT: FY 2014/15

Services & Supplies		Total Expenditures			
Shasta RTA	Amount (\$)			INDIRECT	
Rent	30,560			30,560	
Building Occupancy	16,400			16,400	
Utilities	6,300			6,300	
Communication	9,200			9,200	
Depreciation	22,800			22,800	
Public Notices/Advertising	2,000			2,000	
Office Supplies	9,000			9,000	
Computer Support	14,000			14,000	
Dues/Subscriptions	4,000			4,000	
Postage	700			700	
Miscellaneous	900			900	
Repairs and Maintenance	7,000			7,000	
Software	1,000			1,000	
Travel	700			700	
Licenses	1,000			1,000	
Insurance	7,000			7,000	
Audit Services	6,000			6,000	
Legal Services	5,000			5,000	
Personnel Services	4,300			4,300	
Capital Outlay	5,500			5,500	
Conference/training	500			500	
Sub Total	153,860			153,860	
INDIRECT SALARIES & BENEFITS					
NOTE - General Administration, office functions and allocable staff costs not directly attributable to specific work elements (Per ICAP filing).					
	108,940			108,940	
TOTAL INDIRECT COSTS	262,800			262,800	
TOTAL	262,800			262,800	

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 Payment to vendors for non-consultant services, including office services, rent and utilities. Also includes membership dues for professional planning accreditation (American Planning Association) and other associations as warranted.	SRTA	Jul-Jun
2 Prepare and file reports with funding agencies		Jul-Jun
3 Implement SRTA Personnel Policies including preparation of employee evaluations		Jul-Jun
4 Maintain and administrate SRTA benefit programs		Jul-Jun
5 Prepare reports for management		Jul-Jun
6 Prepare annual fiscal reports		Jul-Jun

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

Agency: SRTA

Total Budget: \$ 247,450

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements					
				11.47%	
Shasta RTA	Direct	Indirect	FHWA PL	Toll	PPM
Personnel	121,464	42,986			164,450
Services & Supplies	7,000				7,000
Consultant Services (Rincon)	76,000		30,000	3,441	46,000
TOTAL	204,464	42,986	30,000	3,441	217,450
Previous Accomplishments					
Draft transportation capital project list; administration of SRTA Board of Directors priorities survey; draft 2015 RTP regional vision, goals, policies, and strategies; partial development of expanded performance metrics in response to federal MAP-21 rulemaking and California planning emphasis areas; EIR Notice of Preparation; EIR project alternatives identified; memorandum describing Sustainable Communities Strategy (SCS) technical modeling methodology submitted to CA Air Resources Board (ARB) pursuant to SB 375; draft Sustainable Communities Strategy prepared and modeled.					
Objective					
Plan for the safe and efficient management, operation, and development of a regional inter-modal transportation system that, when linked with appropriate land use planning, serves the mobility needs of goods and people.					
Discussion					
The RTP is prepared in compliance with state (California Government Code Section 65080 et seq.) and federal (U.S. Code Title 23, Section 134 et seq.) regulations governing regional and metropolitan transportation planning. The RTP represents a 20-year planning horizon and must be updated every five years. The next update is due no later than June 2015. Since the last update of the RTP, several new requirements and planning considerations have been introduced and must be incorporated into the 2015 RTP -- most notably the addition of a Sustainable Communities Strategy (SCS) pursuant to Senate Bill 375 (see WE 701.07). Pursuant to the California Environmental Quality Act (CEQA), the agency is required to prepare an Environmental Impact Report (EIR).					
Note: Consultant support for the 2015 RTP in the areas of travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.					
Product 1: 2015 Regional Transportation Plan					
Task/Activity				Resp. Agency	Schedule
1.1	Finalize transportation project list and identify fiscally constrained transportation projects.			SRTA	Jul
1.2	Complete data compilation; population, land use and travel forecast/trend analyses; and RTP narrative update.				Jul - Oct
1.3	Integrate performance measures from WE 701.03 with RTP goals, policies, and strategies.				Jul - Oct
1.4	Prepare draft 2015 RTP, distribute for 55-day comment period, hold public hearing, and respond to comments.				Oct - Feb
1.5	Prepare final 2015 RTP, adopt, and submit to Caltrans, FHWA, FTA, and CARB.				Feb - Mar
Product 2: 2015 RTP Environmental Impact Report (EIR)					
Task/Activity				Resp. Agency	Schedule
2.1	Environmental impact analysis of project alternatives.			Consultant	Jul - Oct
2.3	Complete EIR and certification				Oct - Mar
Product 3: Consultation and information exchange with the general public and affected agencies					
Task/Activity				Resp. Agency	Schedule
3.1	Implement public communications and outreach consistent with SRTA's adopted Public Participation Plan, including public notices, meetings, and hearings.			SRTA	Jul - Feb
3.2	Communications, information exchange, and facilitation of interagency coordination.				Jul - Feb
3.4	Consultation and information exchange with state and federal transportation planning partners.				Jul - Feb
3.3	Communication and information exchange with ARB, including formal ARB acceptance of Sustainable Communities Strategy (SCS) technical methodology.				Mar

WORK ELEMENT 701.03**Performance Measures**

Agency: SRTA

Total Budget:

\$ 18,570

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			100.00%	11.47%		11.47%
Shasta RTA	Direct	Indirect	FHWA PL	Toll	FHWA PL C/O	PPM
Personnel	12,608	4,462	16,505	1,893	500	65
Services & Supplies	1,500		1,500	172		
TOTAL	14,108	4,462	18,005	2,065	500	65
Previous Accomplishments						
This is a new work element.						
Objective						
Develop and maintain performance metrics in support of planning, decision-making, regulatory compliance, and transportation funding.						
Discussion						
Performance measures have increased in recent years beyond traditional measures of traffic operations. Additional new measures will be introduced through federal transportation bill (MAP-21) rulemaking and state legislation. Discretionary transportation grant programs likewise reference a wide range of performance measures when selecting projects for funding. Performance measures allow the region to track trends in key policy areas; measure progress toward mandates and regional goals; and evaluate the effectiveness of regional mobility strategies.						
Note: Consultant services associated with the development and calculation of performance measures are consolidated under work element 701.02 (Activity-based Travel Demand Model) and 705.02 (GIS Applications) respectively.						
Product 1: Respond to new federal transportation bill performance measures rulemakings						
Task/Activity					Resp. Agency	Schedule
1.1	Monitor changes in state and federal legislation, policy, and funding programs potentially affecting the region's program of performance measures.				SRTA	Jul - June
1.2	Participate in technical work groups and training.					
Product 2: Regional performance measures and methodology						
Task/Activity					Resp. Agency	Schedule
2.1	Define new measures and develop technical methodology.				SRTA	Jul - June

WORK ELEMENT 701.05**Sustainable Communities Planning Grant (Round 1)**

Agency: SRTA

Total Budget \$ 20,158

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	Prop 84	PPM		
Personnel	4,641	1,642	4,641	1,642		
Services & Supplies	109		109			
Consultant Services (KIXE & VESTRA)	13,766		13,766			
TOTAL	18,516	1,642	18,516	1,642		
Previous Accomplishments						
SRTA's Round 1 Sustainable Communities Planning Grant scope of work was completed and final report submitted and approved.						
Objective						
Continue work on the regional Sustainable Communities Strategy with remaining grant fund balance.						
Discussion						
SRTA received a Round 1 Sustainable Communities Planning Grant. The grant-funded scope of work is now complete. A fund balance remains. The grant administrator (CA Department of Conservation) authorized the expenditure of remaining grant funds for SCS-related work. SRTA's Round 1 grant contract expires the end of August 2014.						
Product 1: Strategic Growth Area (SGA) implementation activities						
Task/Activity			Resp. Agency		Schedule	
1.1	Public outreach and conceptual design renderings of transportation improvements and infill/redevelopment within Downtown Redding, for incorporation into the regional Sustainable Communities Strategy (SCS).		Consultant		Jul - Aug	
1.2	Project management, including invoicing and reporting.		SRTA		Jul - Aug	

WORK ELEMENT 701.06**Interagency Coordination, Project Development & Policy Monitoring**Agency: **SRTA**Total Budget: \$ **71,046****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15**

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements					11.47%
Shasta RTA	Direct	Indirect	LTF	FHWA PL	Toll
Personnel	45,310	16,035		61,346	7,036
Services & Supplies	4,200			4,200	482
CALCOG Dues	5,500		5,500		
TOTAL	55,010	16,035	5,500	65,546	7,518

Previous Accomplishments

Reviewed and provided comment on draft legislation. Participated on various regional and state-led workgroups related to new and modified planning requirements, the development of technical planning tools, and the exchange of best practices. Co-developed grant applications with local agencies, including funding proposals submitted under the Caltrans Transportation Planning and Environmental Enhancement and Mitigation grant programs.

Objective

To analyze state and federal legislation and policy potentially affecting the region; ensure the agency's planning processes and tools are up-to-date, reflect the best practices, and are consistent with state and federal priorities and emphasis areas. Also to lead interagency communication and coordination in support of joint planning and implementation activities where shared needs, interests and/or cost-sharing have been identified. To help ensure local and regional plans and investments work together to address common goals and objectives.

Discussion

The execution and ongoing development of the agency's annual work program requires the routine exchange of information with local, regional, state, federal, and Native American partners. This task is intended to reduce 'silos' of effort and resources. The California Association of Councils of Governments (CalCOG) plays a key role in monitoring state and federal policy, facilitating interagency communication, and consensus building. At the local level, many issues, needs, and programs cross jurisdictional boundaries. Information must be exchanged and coordination must occur to address the local challenges and opportunities.

Product 1: Transportation policy review and comment

Task/Activity	Resp. Agency	Schedule
1.1 Monitor state and federal legislative, policy, and funding changes and determine impact to the agency and its programs.	SRTA	Jul-June
1.2 Participate in interagency meetings that support the development and implementation of agency policies and programs, including: Caltrans District 2 Rural Counties Task Force meetings, California Transportation Commission, local jurisdiction council/board meetings, transit board meetings, tribal government meetings, State/MPO workgroup meetings, California Transportation Plan Policy Advisory Committee, California Freight Advisory Committee, and/or similar such meetings.		
1.3 Summarize and report key issues to the board of directors and other regional stakeholders as appropriate.		

Product 2: Project development and grant writing

Task/Activity	Resp. Agency	Schedule
2.1 Facilitate interagency communication and coordination where joint planning, policy development, and/or capital investments might result in agency and/or public benefits.	SRTA	Jul-June
2.2 Prepare and submit grant applications for planning funds and for capital project funding that helps implement the agencies plans.		

Product 3: Association dues

Task/Activity	Resp. Agency	Schedule
3.1 Association dues, including California Association of Councils of Governments (<i>note: dues are used for non-lobbying purposes only</i>).	SRTA	Jul-June

WORK ELEMENT 701.07**Sustainable Communities Planning Grant (Round 2)**

Agency: SRTA

Total Budget: \$ 197,938

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	Prop 84	PPM		
Personnel	30,062	10,639	30,062	10,639		
Services & Supplies	1,200		1,200			
Consultant Services (Vestra)	35,250		35,250			
Consultant Tech Assist (Task #4.3)	22,085		22,085			
Redding						
Consultant Services	1,500		1,500			
Shasta Lake						
Consultant Services	97,202		97,202			
TOTAL	187,299	10,639	187,299	10,639		

Previous Accomplishments

Completed Round 1 Proposition 84 Sustainable Communities Planning Grant (see WE 701.05). Developed Sustainable Communities Strategy (SCS) land use policy in partnership with local agencies, including the designation of Strategic Growth Areas (SGAs). Identified vacant and underutilized parcels. Developed parcel-based map of vehicle miles traveled-greenhouse gas emissions. Provided grant funds to City of Redding to identify infrastructure-based limitations to growth and development within designated SGAs.

Objective

Manage and successfully complete SRTA's Proposition 84 Sustainable Communities Planning Grant scope of work and deliverables. Develop and obtain region wide approval of a Sustainable Communities Strategy (SCS) and incorporate the SCS into the 2015 RTP.

Discussion

SRTA received a Proposition 84 Sustainable Communities Planning Program Grant. The CA Department of Conservation is grant administrator. Grant funds expire November 2015. This grant provides necessary resources for completion of a regional Sustainable Communities Strategy pursuant to SB 375. An SCS is a coordinated regional land use and transportation plan aimed at reducing greenhouse gas emissions (GHG) from cars and light trucks sufficient to meet regional targets set by the California Air Resources Board (CARB) (23 CFR 450.300 (a)). The SCS must be incorporated into the 2015 RTP.

Product 1: SRTA administration and project management

Task/Activity	Resp. Agency	Schedule
1.1 Executive oversight and communications	SRTA	Jul - Jun
1.2 Day-to-day project management		
1.3 Fiscal management, invoicing, consultant contracting, and quarterly reporting		
1.4 SRTA staff time toward Product 2 - 9.		

Product 2: Consultant support for development capacity assessment for strategic growth areas (SGAs)

Task/Activity	Resp. Agency	Schedule
2.1 Assemble transportation, infrastructure, and land use GIS data within PGAs	Consultant (VESTRA)	Jul - Jun
2.2 Determine maximum transportation and infrastructure system capacities	Consultant (DKS) & Redding	
2.3 Identify cost-effective opportunities to increase infrastructure capacities	Local agencies w/ consultant support (BAE)	
2.4 Identify appropriate development intensity, land use, and transportation investment strategies	Local agencies w/ consultant support (BAE)	
2.5 For select demonstration area, generate visualizations depicting the scalable integration of infill, redevelopment, and transportation investments	Consultant (VESTRA)	

Product 3: Consultant support for identification and market analysis of vacant and underutilized parcels			
Task/Activity		Resp. Agency	Schedule
3.1	Identify the land use needs and characteristics required by forecast development	Consultant (BAE)	Jul - Jun
3.2	Develop parcel-level real estate market report for the existing urban area, focusing on select community centers		
3.3	Assess infill and redevelopment opportunities and potential VMT and GHG emission		
3.4	Identify local agency opportunities and role in facilitating infill and redevelopment		
Product 4: Develop and administer Sustainable Development Incentive Program			
Task/Activity		Resp. Agency	Schedule
4.1	Develop Sustainable Development Incentive Program Guidelines & Evaluation Criteria	SRTA	Jul - Jun
4.2	Prepare and distribute request for concept proposals, evaluate proposals.		
4.3	Administer incentives		
Product 5: Consultant support for development of sustainability-related performance indicators			
Task/Activity		Resp. Agency	Schedule
5.1	Apply performance indicators	Consultant (DKS & VESTRA)	Jul - Jun
5.2	Determine GHG emissions impact of planned local and regional transportation improvements and major new policies		
5.3	Prepare performance indicators for upload to the regional GIS server and online viewer		
Product 6: Consultant support for recreational trails to urban network plan and design demonstration			
Task/Activity		Resp. Agency	Schedule
6.1	Create a non-motorized network for travel demand modeling	Consultant (VESTRA)	Jul - Jun
6.2	Test the benefit of network connections via travel demand model	Consultant (DKS)	
6.3	Perform conceptual design and rendering for a select high-profile location	Consultant (VESTRA)	
Product 7: FarNorCalGIS internet homepage and map viewer			
Task/Activity		Resp. Agency	Schedule
7.1	Plan and host multi-agency technical workgroup meetings	SRTA	Jul - Jun
7.2	Design and programming of 'FarNorCalGIS' internet homepage and online map viewer		
Product 8: City of Redding infrastructure modeling tool and technical support			
Task/Activity		Resp. Agency	Schedule
8.1	Develop automated GIS tools with manual assessment of approximately 25% of study area parcels	Redding	Jul - Jun
8.2	Add results to parcel map shape file with ranking for ability to provide water and sewer service		
8.3	Advise neighboring jurisdictions with regard to adapting infrastructure modeling tool for analysis for local use		
Product 9: City of Shasta Lake - update key general plan chapters			
Task/Activity		Resp. Agency	Schedule
9.1	Update City of Shasta Lake General Plan chapters for Land Use, Circulation, and Conservation & Open Space	City of Shasta Lake w/ consultant support	Jul - Jun
9.2	Evaluate Infill/redevelopment barriers		

WORK ELEMENT 701.09**Air Quality**Agency: **SRTA**Total Budget: \$ **3,414****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15**

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			100.00%	11.47%		
			FHWA PL	Toll		
Shasta RTA	Direct	Indirect				
Personnel	2,226	788	3,014	346		
Services & Supplies	400		400	46		
Consultant Services						
TOTAL	2,626	788	3,414	392		

Previous Accomplishments

Monitoring of regional air quality reports.

Objective

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

Discussion

Transportation is the single largest source of atmospheric emissions in California. Shasta County is currently in attainment status for federal air quality standards (CFR 23 450.306 (a)), but this may change as population and travel demand grows. SRTA must monitor trends, measure impacts, and coordinate planning with Shasta County AQMD, Caltrans, and the California Air Resources Board (ARB). In addition to public health impacts, air quality is directly tied to transportation funding decision-making. The California Air Resources Board develops and maintains the statewide mobile source emissions inventory software tool (EMissions FACtors or 'EMFAC') for estimating emissions from on-road vehicles from travel demand models. Periodic updates are provided and training becomes necessary.

Product 1: Regional air quality planning

Task/Activity	Resp. Agency	Schedule
1.1 Interagency coordination, including monitoring and communications with Shasta County Air Quality Management District (AQMD) and the California Air Resources Board.	SRTA	Jul - Jun
1.2 Monitor federal air quality reports and related state/federal legislation and take action as appropriate.		
1.3 Initiate strategies needed to comply with state and federal air quality standards.		

Product 2: Regional air quality modeling capacity

Task/Activity	Resp. Agency	Schedule
2.1 Participate in web-based training for SRTA staff operation of the EMFAC 2011 model.	SRTA	Jul - Jun
2.2 Participate in statewide EMFAC model update workgroups and provide input as needed.		
2.3 Integrate updated releases of EMFAC model with SRTA's activity-based travel demand model.		

Product 3: SRTA Staff-performed EMFAC Post-Processing

Task/Activity	Resp. Agency	Schedule
3.1 EMFAC post processing performed by SRTA staff in support of planning and decision-making processes. Deliverables include emissions outputs and technical analysis. <i>Note: consultant-performed post-processing is performed under WE 701.02.</i>	SRTA	Jul - Jun

WORK ELEMENT 701.11**Transportation Data Collection and Reporting**Agency: **SRTA**

Total Budget:

\$ **26,205****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15**

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			100.00%	11.47%		
	Direct	Indirect	FHWA PL	Toll		
Shasta RTA						
Personnel	761	269	1,030	118		
Services & Supplies	400		400	46		
City of Anderson						
Consultant Services	11,500		11,500	1,319		
City of Redding						
Consultant Services	13,275		13,275	1,523		
City of Shasta Lake						
Consultant Services	0		0	0		
Shasta County						
Consultant Services	0		0	0		
TOTAL	25,936	269	26,205	3,006		
Previous Accomplishments						
Upon request from Caltrans, SRTA submitted transportation data aggregated from local agencies for 2014 Highway Performance Measuring System (HPMS) reporting. The most recent transportation data was incorporated into the region's activity-based travel demand model.						
Objective						
To coordinate transportation data collection in support of transportation planning and funding processes.						
Discussion						
There is a backlog of transportation infrastructure needs at all levels. Accounting and reporting these needs requires traffic counts, pavement condition assessments, and other transportation data. Results are utilized to develop transportation improvement plans. The Highway Performance Monitoring System (HPMS) is a federally-mandated, nationwide program that provides information on the extent, condition, performance, usage, and operating characteristics of the nation's highways. Data collected for any road open to public travel are reported in HPMS. Caltrans annually requests data from all MPOs and local agencies. Additional information is provided via the Caltrans HPMS website (http://www.dot.ca.gov/hq/tsip/hpms/) and outlined in the 'Instructions for Updates, Including the HPMS Data Items' dated March 2011. Actual monitoring is conducted by the cities of Anderson, Redding and Shasta Lake, and Shasta County. Data will also be used in the California Local Streets and Roads Statewide Needs Assessment in order to quantify transportation system deficiencies and support appropriate funding levels. Collected data is utilized by SRTA for reporting on upcoming federal transportation bill (MAP-21) performance measures.						
Product 1: Local agency HPMS data and reports to SRTA						
Task/Activity					Resp. Agency	Schedule
1.1	Conduct traffic counts at specific HPMS locations and prepare federal HPMS reports. Send data to SRTA.				Shasta County, Anderson, Redding, Shasta Lake	Sept - Mar
1.2	Maintain collision databases for consultations and development of Strategic Highway Safety Plan (SHSP). Access traffic collision reports and SWITRS for identification of potential collision patterns					Jul-June
1.3	Perform initial collision report review. Segregate serious injury and fatal collisions for further review					
1.4	Conduct field reviews and prepare collision assessment reports for serious injury and fatal collisions					
1.5	Import SWITRS data into Crossroads Collision Database software					
1.6	Use Crossroads software to produce GIS shape files for use in collision history maps. Utilize collision history maps as an aid in assessing potential collision patterns.					
Product 2: HPMS reports to Caltrans						
Task/Activity					Resp. Agency	Schedule
2.1	Receive and review minutes from Traffic Operation Coordination meetings and respond/follow-up as necessary				SRTA	Monthly
2.2	Review daily and peak-hour traffic counts and other required information on HPMS local streets and roads selected links from local agencies.					Jul-June
2.3	Update regional HPMS database and submit required HPMS information to Caltrans annually.					Dec - Mar
2.4	Utilize HPMS traffic count data for validation of TDM.					As needed
Product 3: Transportation data for use in CA Local Streets and Roads Statewide Needs Assessment						
Task/Activity					Resp. Agency	Schedule
3.1	Provide transportation data for use in CA Local Streets and Roads Statewide Needs Assessment				Shasta County, Anderson, Redding, Shasta Lake	As needed

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

Agency: SRTA

Total Budget: \$ 38,614

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			100.00%	11.47%		
	Direct	Indirect	FHWA PL	Toll		
Shasta RTA						
Personnel	24,385	8,630	33,014	3,787		
Services & Supplies	5,600		5,600	642		
Consultant Services						
TOTAL	29,985	8,630	38,614	4,429		

Previous Accomplishments

Amendments to FY 2013/14 Federal Transportation Improvement Plan (FTIP); maintained and updated California Transportation Improvement Program System (CTIPS); prepared 2014 Regional Transportation Improvement Program (RTIP); prepared 2015 FTIP; executive director granted authority to approve formal amendments to the FTIP.

Objective

To develop candidate projects for transportation programming needs under federal, state, and local transportation improvement programs consistent with the RTP and fiscal constraints

Discussion

The FTIP is a four-year program of transportation improvements based on long-range transportation plans (23 USC Section 134 (c)(j)) and (23 CFR 450.324) and is updated every two years. Transportation improvement programs (TIPs) are designed to achieve 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. The RTIP is a five-year program of projects using State Transportation Improvement Program funds and updated every two years. RTIP projects are approved as part of the State Transportation Improvement Program (STIP) by the California Transportation Commission (CTC). Amendments are routinely needed to reflect changes to federal programs and transportation funding levels. Amendments are reviewed for consistency with the RTP and fiscal constraints and submitted to the funding agencies for approval.

Product 1: FTIP (due August 2014)

Task/Activity	Resp. Agency	Schedule
1.1 Prepare draft/final 2015 FTIP and submit to FHWA and FTA.	SRTA	Jul - Aug

Product 2: FTIP amendments

Task/Activity	Resp. Agency	Schedule
2.1 Receive, process, submit, and post FTIP amendment requests.	SRTA	As needed
2.2 Administrative amendments required by the CFPG, including descriptive memo, CTIPS pages, project listings, financial summary tables, and summary of changes table.		

Product 3: Monitor implementation of 2014 RTIP

Task/Activity	Resp. Agency	Schedule
3.1 Attend CTC meetings.	SRTA	Bi-monthly
3.2 Review biennial STIP fund estimate and CTC guidelines.		
3.3 Meet with local agencies to determine upcoming projects and funding strategies.		
3.4 Manage allocations and timely use of funds.		Jul - Jun
3.5 Monitor opportunities to include intelligent transportation systems (ITS) strategies and develop candidate projects.		
3.6 Initiate discussion of projects for 2017 RTIP.		

Product 4: California Federal Programming Group meetings

Task/Activity	Resp. Agency	Schedule
4.1 Attend CFPG meetings	SRTA	Bi-monthly

Product 5: Update Metropolitan Improvement Program

Task/Activity	Resp. Agency	Schedule
5.1 Utilizing information from FTIP and STIP, update the Metropolitan Improvement Program.	SRTA	Jul - Jun
5.2 Prepare and submit to Board of Directors for approval.		June 2014
5.3 Coordinate projects with RTP.		

WORK ELEMENT 702.02**Overall Work Program (OWP)**Agency: **SRTA**Total Budget: \$ **228,496****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15**

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			88.53%	11.47%		
Shasta RTA	Direct	Indirect	FHWA PL C/O	PPM		
Personnel	165,371	58,525	198,215	25,681		
Services & Supplies	4,600		4,072	528		
Consultant Services						
TOTAL	169,971	58,525	202,287	26,209		

Previous Accomplishments

Prior year budget and work plan prepared and adopted; quarterly reports, 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; development and adoption of multiple policies for the newly independent agency; 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.

Objective

To develop and administer a comprehensive, coordinated work plan of projects and programs, and to connect these efforts to the regional transportation plan, California Planning Emphasis Areas, and Federal Planning Factors. To prepare and adopt an agency budget, annual ICAP rate, and goals, policies, and objectives for the operation of the MPO.

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. 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; time frames for completing the work; and the associated cost/source of funds. SRTA accepts, oversees, and monitors state and federal funding for implementation of the OWP and is therefore required to establish policies and procedures to meet DOT regulations, while also establishing cooperative agreements with partner agencies to jointly undertake work within the OWP.

Product 1: Management of FY 2014/15 work program and budget

Task/Activity	Resp. Agency	Schedule
1.1 Prepare, or update, Master Fund Transfer Agreement with Caltrans.	SRTA	Ongoing
1.2 Review local jurisdictions submissions and MPO expenses for reimbursement.		Monthly
1.3 Manage OWP revenue and expenses in cost accounting system.		Monthly
1.4 Prepare annual budget. Reconcile monthly revenue and expenses to general ledger and cost accounting system. Monitor and amend as needed.		April, monitor monthly
1.5 Prepare quarterly progress reports and request for reimbursement for submittal to Caltrans and federal agencies.		Quarterly
1.6 Prepare prior year certification of expenditures and close out reports for submittal to Caltrans.		Aug
1.7 Administer/amend and oversee subrecipient cooperative agreements with local agency subrecipients.		On-going
1.8 Update, monitor, and amend, as needed, fiscal, personnel, and administrative rules, regulations, and policies.		On-going
1.9 Track consultant services agreements for MPO work.		On-going

Product 2: FY 2014/15 OWP Amendments

Task/Activity	Resp. Agency	Schedule
2.1 Prepare staff report and state budget documents for SRTA Board of Directors approval (approx. 1-2 amendments per year).	SRTA	As needed
2.2 Submit required documentation to Caltrans for federal and state approval.		

Product 3: FY 2015/16 Overall Work Program		
Task/Activity	Resp. Agency	Schedule
3.1 Prepare and distribute procedures and priorities manual for partner agencies	SRTA	Jul-Dec
3.2 Contact sub-recipients for funding cycle requests.		Dec
3.3 Analyze and prepare MPO staff and labor requirements for 2014/15.		Jan
3.4 Develop prospectus, financial summaries and work elements.		Dec
3.5 Review products for compliance with annual state and federal planning emphasis areas.		Dec-Jan
3.6 Submit draft document to local jurisdictions and state and federal agencies for review.		Jan-Feb
3.7 Annual MPO Meeting		Mar
3.8 Revise draft 2015/16 OWP to include federal and state comments and		Mar
3.9 Adopt 2015/16 OWP		Apr

WORK ELEMENT 703.01**Bicycle & Pedestrian**Agency: **SRTA**Total Budget \$ **58,652****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15**

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			100.00%	11.47%	70.00%	30.00%
Shasta RTA	Direct	Indirect	FHWA PL	Toll	FHWA PL C/O	PPM
Personnel	39,992	14,153	54,145	6,210		
Services & Supplies	4,400		4,400	505		
Consultant Services						
Anderson	0		0	0		
Redding	107		107	12		
Shasta Lake	0		0	0		
County of Shasta - Resource Mgmt	0				0	0
County of Shasta - DPW	0		0	0		
TOTAL	44,499	14,153	58,652	6,727	0	0
Previous Accomplishments						
Transportation Development Act (TDA) 2% set aside program for bicycle and pedestrian improvements was created and project funding priorities adopted. Funding approved to develop Active Transportation Program (ATP) grant application for the Churn Creek Trail Project and for capital costs for trail construction connecting Ball Ferry Road to Anderson River Park. Riverside Drive and Browning Street bicycle and pedestrian projects added to 2014 RTIP. Administration of the Safe Routes to School grant for Shasta County Health and Human Services for educational and promotional activities.						
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).						
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 Program (ATP).						
Product 1: Active Transportation Program Development						
Task/Activity					Resp. Agency	Schedule
1.1	Acquire and/or aggregate active transportation spatial and attribute data and prepare for integration into the travel demand model.				SRTA	Jul - May
1.2	Develop a consolidated regional program of active transportation projects.					
1.3	Develop and administer a public/stakeholder outreach program, including but not limited to maintenance of a technical advisory committee.					
1.4	Prepare and submit a coordinated grant application to develop an active transportation plan.					
Product 2: Monitor and Pursue Funding Opportunities for Bicycle and Pedestrian Infrastructure						
Task/Activity					Resp. Agency	Schedule
2.1	Participate in bicycle and pedestrian policy workgroups and advisory committees.				SRTA	Jul - Jun
2.2	Research and pursue funding for bicycle and pedestrian infrastructure.					
Product 3: Local Agency Contributions in Support of Product 1: Active Transportation Program Development						
Task/Activity					Resp. Agency	Schedule
3.1	Local agency participation in development of active transportation program.				Redding, Anderson, Shasta Lake, Shasta County	Jul - Jun
3.2	Develop and report on up-to-date data and qualitative information regarding bicycle and pedestrian facilities, safety, usage, deficiencies and connectivity with public transportation.					
3.3	Develop bicycle and pedestrian project list and cost estimates.					

WORK ELEMENT 704.01**Public Information and Participation**

Agency: SRTA

Total Budget: \$102,032

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			20.00%		11.47%	
Shasta RTA	Direct	Indirect	LTF	FHWA PL	Toll	
Personnel	62,619	22,161	16,956	67,824	7,779	
Services & Supplies	3,600		720	2,880	330	
Consultant Services (Civic Plus)	9,338		1,868	7,470	857	
Civic Plus Annual Web Hosting	3,838		768	3,070	352	
Web Hosting	476		95	381	44	
TOTAL	79,871	22,161	20,406	81,625	9,362	
Previous Accomplishments						
SRTA Board of Directors and TAC meetings. Updated Public Participation Plan. New agency website.						
Objective						
To be transparent in all agency activities and decision-making processes. To provide information and resources that are accessible, approachable, and meaningful to SRTA's broad range of customers, including the general public, public agency partners, and other stakeholders affected by or interested in the agency's plans, programs, and decisions.						
Discussion						
As the state-designated Regional Transportation Planning Agency (RTPA) and federally-designated Metropolitan Planning Organization (MPO) for Shasta County, SRTA plays a central role in creating, strengthening, and leveraging partnerships to meet regional challenges and opportunities. SRTA's primary public communication tool is the board of directors meetings held five times per year and augmented as needed with special meetings. In addition, SRTA maintains a Public Participation Plan (PPP) that outlines SRTA's process for providing all affected or otherwise interested stakeholders with reasonable opportunities to be involved in the metropolitan transportation planning process. As described in the PPP, SRTA considers each activity individually and utilizes strategies designed to facilitate public access, awareness, and/or action.						
Product 1: Technical Advisory Committee (TAC) meetings						
Task/Activity					Resp. Agency	Schedule
1.1	Agenda development, including associated staff meetings.				SRTA	Typically five per year
1.2	Distribute draft staff reports to TAC.					
1.3	Prepare public notices.					
1.4	Host TAC meetings.					
Product 2: SRTA Board of Directors meetings						
Task/Activity					Resp. Agency	Schedule
2.1	Prepare public notices.				SRTA	Typically five per year
2.2	Distribute final board agenda and staff reports.					
2.3	Host SRTA Board of Directors meetings.					
2.4	Preparation of meeting minutes and follow-up on board actions.					
Product 3: Committees of the SRTA Board of Directors						
Task/Activity					Resp. Agency	Schedule
3.1	Support Fiscal Committee, including presentation of quarterly financial statements.				SRTA	About 5-8 or as needed
3.2	Support ad-hoc committees as needed for special purposes, such as the Human Resources Committee.					
Product 4: Agency overview and fact sheets						
Task/Activity					Resp. Agency	Schedule
4.1	Maintain up-to-date 'Overview of SRTA' document.				SRTA	Jul
4.2	Prepare or maintain transportation program and funding fact sheets.					Ongoing
4.3	Distribute as needed, including online posting.					Ongoing
Product 5: Agency website (www.srta.ca.gov)						
Task/Activity					Resp. Agency	Schedule
5.1	Maintain up-to-date agency website.				SRTA	Ongoing
5.2	Website services, including web-domain hosting.				Services	Annual
Product 6: Community survey, results, and analysis						
Task/Activity					Resp. Agency	Schedule
6.1	Develop and administer a random-telephone survey to gauge public awareness and attitudes regarding regional mobility issues.				Consultant	Aug Jan

Agency: SRTA

Total Budget: \$ 26,617

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)				
Staff Allocations and Funding Requirements				11.47%			11.47%
Shasta RTA	Direct	Indirect	FHWA PL	Toll	Shasta College	FHWA PL C/O	PPM
Personnel	15,597	5,520	20,552	2,357		500	65
Services & Supplies	1,600		1,600	184			
License (Shasta College)	2,000				2,000		
License (ArcGIS)	1,900		1,900	218			
Consultant Services (GIS & Ortho Imagery consultant)	0		0	0			
TOTAL	21,097	5,520	24,052	2,759	2,000	500	65

Previous Accomplishments

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

Objective

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

Discussion

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

Product 1: Regional GIS Program

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

Product 2: FarNorCalGIS Regional Server & Web-Portal

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

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

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

Product 4: Consolidated GIS Support Services

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

Product 5: Orthoimagery Update

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

WORK ELEMENT 705.05**Regional Travel Demand Model (TDM)**Agency: **SRTA**

Total Budget:

\$ **79,459****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15**

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			100.00%	11.47%	88.53%	11.47%
Shasta RTA	Direct	Indirect	FHWA PL	Toll	FHWA PL C/O	PPM
Personnel	11,780	4,169	15,045	1,726	800	104
Services & Supplies	4,600		4,600	528		
Cube Software License	3,000		3,000	344		
Consultant Services (UTN Modeling)	0		0	0		
Consultant Services (DKS)	55,910		24,410	2,800	27,887	3,613
TOTAL	75,290	4,169	47,055	5,397	28,687	3,717

Previous Accomplishments

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

Objective

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

Discussion

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

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

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

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

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

WORK ELEMENT 706.02**Public Transportation**Agency: **SRTA**Total Budget: \$ **92,609****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15**

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	FTA 5303	LTF		
Personnel	65,004	23,005	27,221	60,788		
Services & Supplies	2,200		674	1,526		
Consultant	2,400		736	1,664		
TOTAL	69,604	23,005	28,631	63,978		

Previous Accomplishments

Annual Transit Needs Assessment; management of Social Services Transportation Advisory Council (SSTAC); RABA Short Range Transit Plan.

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

TDA law requires that SRTA perform the annual unmet transit needs assessment and organize the Social Services Transportation Advisory Committee (SSTAC). The Coordinated Human 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 scheduled for updating every five years.

Product 1: Annual-Transit Needs Assessment

Task/Activity	Resp. Agency	Schedule
1.1 Review prior year Transit Needs Assessment; collect transit data and reports, perform farebox analysis, and CTSA performance analysis; prepare data for inclusion in draft document, update tables, and information.	SRTA	Oct - Dec
1.2 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.		
1.3 Provide draft document to transit operators, CTSA, and SSTAC for review; revise and prepare final draft for public comment and adoption.		Dec - Jan
1.4 Organize and support Social Services Advisory Committee (SSTAC).		Dec - Mar
1.5 Prepare staff report, resolution and presentation for board of directors/public hearing.		Feb
1.6 Submit final document to Caltrans for acceptance.		Mar

Product 2: Coordinated Human Services Transportation Plan

Task/Activity	Resp. Agency	Schedule
2.1 In coordination with the SSTAC, SRTA, CTSA and other transit providers, review current plan to document achievements and identify goals and strategies to improve public transportation and coordination.	SRTA	Oct - Feb

Product 3: Public transportation data and analysis

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

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

Agency: SRTA

Total Budget: \$ 43,487

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			88.53%	11.47%		
	Direct	Indirect	FHWA C/O	PPM		
Shasta RTA						
Personnel	12,768	4,519	15,304	1,983		
Services & Supplies	1,200		1,062	138		
City of Redding						
Consultant Services	25,000		22,133	2,868		
TOTAL	38,968	4,519	38,499	4,988		

Previous Accomplishments

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

Objective

To 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. To conduct multimodal, systems-level corridor or sub-area transportation planning studies as needed.

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 will review about 3 environmental impact reports (EIRs), 2 project study reports (PSRs) and 1 or 2 Caltrans transportation concept reports (TCRs). SRTA's 2015 Regional Transportation Plan will include a Sustainable Communities Strategy (SCS) pursuant to Senate Bill 375. Upon adoption of the RTP, projects seeking CEQA streamlining benefits through consistency with the SCS may 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.	SRTA	As needed
1.2	Review local projects, determine impacts, and assess consistency with the regional transportation plan.	SRTA	As needed
Product 2: Cypress Corridor Signal Synchronization Study			
Task/Activity			Schedule
2.1	Collect field traffic data between Hartnell Avenue through Churn Creek Road including the East Cypress Avenue-Interstate 5 interchange.	Redding	Aug - Mar
2.2	Develop a coordinated signal plan to improve traffic operations in consultation with Caltrans.		

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

Agency: SRTA

Total Budget: \$ 116,160

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			100.00%			
Shasta RTA	Direct	Indirect	SRTS			
Personnel	2,346	830	3,176			
Supplies	100		100			
Shasta County Public Health (HHSA)						
Consultant Services	112,884		112,884			
TOTAL	115,330	830	116,160			

Previous Accomplishments

Coordination of Shasta County Safe Routes to School Non-infrastructure grant.

Objective

To increase safety for non-motorized users.

Discussion

This is the third year of a three-year project.

Product 1: Grant management reports

Task/Activity	Resp. Agency	Schedule
1.1 Grant management and fiscal administration	SRTA	Jul - Jun

Product 2: Shasta County Health & Human Services Agency project deliverables

Task/Activity	Resp. Agency	Schedule
2.1 Walking School Buses Program	Shasta County HHSA	Jul - Jun
2.2 Frequent Walker/Biker Program		
2.3 Identification of safe routes		

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

Agency: SRTA

Total Budget: \$ 86,892

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2013/14

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			100.00%			
Shasta RTA	Direct	Indirect	LTF			
Personnel	47,930	16,962	64,892			
Supplies	4,000		4,000			
Professional Services (Audit)	18,000		18,000			
TOTAL	69,930	16,962	86,892			

Previous Accomplishments

Administration of Transportation Development Act (TDA) and fiscal auditing of expenditures. Updated policies and procedures regarding the Consolidated Transportation Service Agency (CTSA).

Objective

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

Discussion

LTF and STA help fund needed transit and road projects. SRTA distributes funds to local claimant and ensures that fiscal audits and other requirements are performed in accordance to TDA law.

Product 1: TDA administration

Task/Activity	Resp. Agency	Schedule
1.1 Prepare LTF and STA Findings of Apportionment	SRTA	Feb
1.2 Review LTF and STA claims submitted by claimants including associated technical assistance needed for adequate and proper reporting		May, June
1.3 Review statutes, rules, and regulations, and pending legislation pertinent to transit and transit funding		Ongoing
1.4 Prepare audits as required under the TDA		Sept, Oct
1.5 Engage independent auditor		Sept, Oct
1.6 Prepare claims for Board approval		June
1.7 Claim scheduling and payment		June
1.8 TDA fund accounting		Monthly
1.9 Management of 2% TDA bicycle and pedestrian set-aside		Jul - Jun

WORK ELEMENT 708.04**Transit Agency Administration**

Agency: SRTA

Total Budget: \$ 566,180

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			100.00%			
	Direct	Indirect	TDA			
Shasta RTA						
Personnel						
Consultants						
Shasta County TDA Adm.	23,000		23,000			
CTSA	30,000		30,000			
City of Redding	513,180		513,180			
TOTAL	566,180	0	566,180			

Previous Accomplishments

This is a new work element.

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 directs the annual fiscal audits and provides general oversight to ensure the most effective, efficient, and transparent use of TDA funds. SRTA presently enlists the City of Redding, the County of Shasta and the Shasta Senior Nutrition Program to perform administration for RABA and CTSA respectively.

Product 1: RABA Administration

Task/Activity	Resp. Agency	Schedule
1.1 RABA administration and management.	Redding	Jul - Jun
Product 2: CTSA Administration		
Task/Activity	Resp. Agency	Schedule
2.1 CTSA Administration and management.	SSNP	Jul - Jun

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

Agency: SRTA

Total Budget: \$ 5,612

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014/15

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			100.00%			
			NSSR			
Shasta RTA	Direct	Indirect				
Personnel	2,963	1,049	4,012			
Supplies	1,600		1,600			
TOTAL	4,563	1,049	5,612			

Previous Accomplishments

NSSR meetings held; NSSR intranet website, developed and shared letters commenting on legislative and other issues of potential impact to the North State.

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 Facilitate NSSR meetings.	SRTA	3 per year
2 Maintain and update NSSR website as needed.		Jul - Jun