

STAFF REPORT



MEETING DATE:	October 22, 2015
SUBJECT:	Amendment # 1 to the Fiscal Year 2015/16 Overall Work Program (OWP)
AGENDA ITEM:	5-7
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors adopt Resolution Number 15-12 (attached) approving Amendment #1 to the FY 2015/16 Overall Work Program (OWP).

DISCUSSION:

The OWP describes the agency's planning activities for the fiscal year and serves as SRTA's comprehensive budget document. The OWP is periodically amended to reflect new or modified work activities and changes in financial status. Amendment #1 to the FY 2015/16 OWP will result in the following changes:

- Remove \$15,497 from the Indirect Cost Allocation Plan and add \$15,497 in Federal Highway Administration Planning (FHWA PL) funds to cover the cost of SRTA's human resource support services within each work element;
- Add \$25,300 in local contributions from Western Shasta Resource Conservation District, city of Redding, city of Shasta Lake, and city of Anderson for the joint purchase of aerial imagery (WE 705.02);
- Add \$30,000 in Federal Transit Administration 5311(f) grant funds for the Shasta Intercity Transportation to Sacramento and Bay Area Feasibility Study and Action Plan (WE 706.02);
- Add \$24,975 in FHWA PL for the city of Redding's Cypress Corridor Signal Synchronization study (study carried over from the prior fiscal year) (WE 707.01);
- Add \$121,218 in Safe Routes to Schools grant funding for Shasta County Health and Human Service Agency (WE 707.02);
- Remove \$2,000 in FHWA PL funds for SRTA's participation in the North Coast and Upstate Fuel Cell Vehicle Readiness Project and add \$2,000 in funds from the Redwood Coast Energy Authority (WE 707.03);

In addition, several minor narrative clarifications to work tasks and deliverables have been made.

ALTERNATIVES:

The board of directors may modify Amendment #1 to the FY 2015/16 OWP provided that such changes are consistent with the terms of applicable funding agreements.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The net fiscal impact of Amendment #1 to the FY 2015/16 OWP is an increase of \$216,989 due to new grant revenue, local agency contributions, and local agency carryover.

A blue ink signature of Daniel S. Little, written in a cursive style.

Daniel S. Little, AICP, Executive Director

Attachments: Resolution Number 15-12: Amendment #1 to the FY 2015/16 OWP
Amended OWP Budget Worksheets (changes highlighted)

RESOLUTION



RESOLUTION NUMBER:	15-12
SUBJECT:	Amendment #1 to the Fiscal Year 2015/16 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 (FY); 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 #1 to the FY 2015/16 OWP as follows: add \$7,897 in Federal Planning; add \$24,749 in Federal Planning Carryover; add \$1,376 in Federal Transit Administration Section 5303; add \$406 in Federal Transit Administration Section 5303 carryover; add \$30,000 in Federal Transit Administration Section 5311(f); add \$1,039 in Planning Programming & Monitoring; add \$1,902 in Local Transportation Fund; add \$385 in Proposition 84; add \$2,086 in miscellaneous other funding; add \$25,762 in local agency contributions; and add \$121,387 in Safe Routes to Schools funding to reflect the most current projected expenditures within each work element and consistency with available funds.

BE IT FURTHER RESOLVED that Amendment #1 shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 13th day of October, 2015, by the Shasta Regional Transportation Agency.

Missy McArthur, Chair
Shasta Regional Transportation Agency

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY -
Summary of 2025/26 Overall Work Program Funding Requirements

Work Element	Description	FWHA PL 100%	State Toll Credits 11.47%	FWHA PL/Q 100%	FTA 5303 100%	FTA 5303 Carryover 100%	FTA 5311(f) 100%	LTF 100%	TDA 100%	PPM 100%	Prop 84 100%	Other (NSR, Shasta Coll) 100%	Reimb. & Planning Grants 100%	SPTS 100%	Total By Fund Source Proof
701	System Planning		Excluded from Totals												
701.01	Regional Transportation Plan	45,987	15,598	90,000											135,987
701.03	Performance Measures	44,126	5,051												44,126
701.06	Interagency Coord & Policy Monitoring	83,669	9,597					3,000							86,669
701.07	Sustainable Communities Plan (Rd 2)							7,893							180,002
701.09	Air Quality	10,147	1,154												10,147
701.11	Transit Data Collection & Reporting	4,657		40,884											40,884
701.13	Total Work Element 701	243,930	36,086	130,884	0	0	0	10,893	0		272,109	0	0	0	497,517
702	Work Program and Administration														
702.01	Transit Program and Administration	56,208	6,447												56,208
702.02	Overall Work Program	226,832	26,018												256,832
702.03	Total Work Element 702	283,045	32,465	0	0	0	0	0	0	0	0	0	0	0	283,045
703	Non-Motorized														
703.01	Active Transportation Planning														
703.01	Public and Agency Participation	0	0	0	0	0	0	0	0	64,690	0	0	0	0	64,690
704	Public Information & Participation														
704.01	Public Information & Participation	9,802	85,460					18,865							104,325
705	Technology Applications														
705.02	GIS Applications	10,919	95,200					18,865				2,000			187,500
705.05	Regional Travel Demand Model	74,066	8,495												74,066
705.06	Total Work Element 705	74,066	19,415	95,200	0	0	0	0	0	0	0	2,000	0	0	261,567
706	Public Transportation Planning														
706.02	Public Transportation Planning & Coord	0	12,812	0	111,697	32,862	30,000	0	0	4,271	0	0	0	0	178,930
706.06	Public Transportation Support	8,388	952												8,388
707	Special Projects														
707.01	Public Information & Project Review	19,246	5,078	24,975											19,087
707.02	Safe Routes to School Grant														
707.03	PEV Planning & Policy														
707.04	Freight & Goods Movement Plan		2,187	19,066											21,066
708	Manage Transportation Development Act														
708.03	Transportation Development Act	19,296	7,265	44,041	0	0	0	0	0			2,000	125,462	139,087	329,885
708.04	Transit and CTA Agency Administration														
708.04	Transit and CTA Agency Administration							15,119	554,000						570,119
708.04	Total Work Element 708	0	0	0	0	0	0	146,040	554,000	0	0	0	0	0	700,040
800	Other														
801.01	North State Super Region	0	0	0	0	0	0	0	0	0	0	5,841	0	0	5,841
801.01	Total Work Element 800	0	0	0	0	0	0	0	0	0	0	5,841	0	0	5,841
Total of Budget by Fund Source		568,725	118,807	355,385	111,697	32,862	30,000	175,799	554,000	68,961	372,109	9,841	215,762	139,087	2,344,328

Planning/Administration Funds by Jurisdiction

157A	157A	528,750	118,807	355,385	111,697	32,862	30,000	175,799	0	68,961	157,109	9,841	215,762	10,776	1,697,042
157A	157A Administration														30,000
157A	City of Redding	39,975							530,000						30,975
157A	Shasta Lake City	0									15,000				15,000
157A	City of Shasta- Health & Human Services													128,311	128,311
157A	County of Shasta- TDA Administration								24,000						24,000
157A	Total Planning/Admin Funds by Juris.	568,725	118,807	355,385	111,697	32,862	30,000	175,799	554,000	68,961	172,109	9,841	215,762	139,087	2,344,328

Capital Infrastructure & Transit Agency Operations

Work Element	Description	RTSP 100%	LTF 100%	TDA 100%	LCTOP 100%	Total By Fund Source Proof
RTSP	RSTP Streets & Roads	1,618,729				1,618,729
TDA	TDA Streets & Roads			3,975,453		3,975,453
TDA	TDA Transit Operation			3,572,515		3,572,515
Low-Carbon	Low-Carbon Transit Operations Program			62,657		62,657
26A	26A Bike & Pedestrian Program		137,921			137,921
26A	Total Operational and Capital	1,618,729	137,921	7,547,968	62,657	9,367,275

WORK ELEMENT 700.99**Indirect Cost Allocation Plan**

Agency: SRTA Total Budget: 402,396.41

ESTIMATED EXPENDITURE AND ICAP SUPPORT: FY 2015/16

Services & Supplies		Total Expenditures		
Shasta RTA	Amount (\$)		INDIRECT	
Building Occupancy	65,600		65,600	
Utilities	11,900		11,900	
Communication	6,400		6,400	
Depreciation	7,800		7,800	
Public Notices/Advertising	1,000		1,000	
Office Supplies	9,200		9,200	
Computer Support	14,000		14,000	
Dues/Subscriptions	3,600		3,600	
Postage	300		300	
Miscellaneous	1,000		1,000	
Repairs and Maintenance	4,000		4,000	
Software	4,400		4,400	
Travel	600		600	
Licenses	1,000		1,000	
Insurance	8,200		8,200	
Audit Services	6,000		6,000	
Legal Services	4,000		4,000	
Personnel Services	1,703		1,703	
Memberships	3,000		3,000	
Capital Outlay	6,000		6,000	
Conference/training	800		800	
Sub Total	160,503		160,503	
INDIRECT SALARIES & BENEFITS				
NOTE - General Administration, office functions and allocable staff costs not directly attributable to specific work elements (Per ICAP filing).				
	241,893		241,893	
TOTAL INDIRECT COSTS	402,396		402,396	
TOTAL	402,396		402,396	

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: \$ 135,987

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements					
				11.47%	
Shasta RTA	Direct	Indirect	FHWA	Toll Credits	FHWA C/O
Personnel	29,335	14,448	43,783	5,022	
Services & Supplies	1,500		1,500	172	
Consultant (Product 3) GreenDOT	90,000			10,323	90,000
Human Resources	704		704	81	
TOTAL	121,539	14,448	45,987	15,598	90,000
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 pursuant to SB 375.					
Objective					
Plan for the safe and efficient management, operation, and development of a regional inter-modal transportation system that, when linked with appropriate land use planning, serves the mobility needs of goods and people.					
Discussion					
The RTP is prepared in compliance with state (California Government Code Section 65080 et seq.) and federal (U.S. Code Title 23, Section 134 et seq.) regulations governing regional and metropolitan transportation planning. The RTP represents a 20-year planning horizon and must be routinely updated. The SRTA Board of Directors took action in December 2014 to move from a five-year update cycle to every four years in order to align with local agency updates to their general plan housing elements and the Regional Housing Needs Allocation. The RTP will need to be updated again in 2018 and every fourth year thereafter. Pursuant to the California Environmental Quality Act (CEQA), the agency is required to prepare an Environmental Impact Report (EIR) for the RTP.					
Note: Consultant support for the 2015 RTP in the areas of travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.					
Product 1: 2015 RTP management, maintenance, and progress reports					
Task/Activity				Resp. Agency	Schedule
1.1	Routinely evaluate agency progress toward the 2015 RTP vision and accompanying goals, objectives, and implementation strategies and report to board of directors.			SRTA	Jul - Jun
1.2	Create web maps showing completed RTP projects, short-term anticipated projects, and future planned projects. As appropriate, link performance metrics to individual and/or grouped projects.				
1.3	Communicate and exchange information with ARB regarding regional greenhouse gas target updates.				
Product 2: 2015 RTP implementation, including SCS					
Task/Activity				Resp. Agency	Schedule
2.1	Develop regional policies, programs, incentives, and other initiatives that support implementation of the 2015 RTP vision, goals, objectives, and strategies.			SRTA	Jul - Jun
2.2	Cultivate private and public sector infill and redevelopment projects to compete for capital funding opportunities, including California Cap-and-Trade Program funds.				
Product 3: Develop local projects for capital funding grants (\$90,000)					
Task/Activity				Resp. Agency	Schedule
3.1	Develop RFP, procurement process, and consultant contracting.			SRTA	Jul - Jun
3.2	Evaluate capital project needs within each jurisdiction, identify projects that would best compete under capital grant funding programs, and prepare select project applications.			Consultant (\$90,000)	

WORK ELEMENT 701.03**Performance Measures**

Agency: SRTA

Total Budget: \$ 44,126

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	28,108	13,844	41,952	4,812		
Services & Supplies	1,500		1,500	172		
Human Resources	675		675	77		
TOTAL	30,282	13,844	44,126	5,061		

Previous Accomplishments

Monitored the development of MAP-21 performance-based planning, including federal rulemakings on performance measures. Monitored and participated in the development of 2014 State Transportation Improvement Program (STIP) 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).

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. Additional new measures continue to 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. State goals and targets will be developed one year after FHWA/FTA implementation of performance measures. 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: Participation in 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 state and regional technical work groups and training.		

Product 2: Refined regional performance measures and methodology

Task/Activity		Resp. Agency	Schedule
2.1	Refine regional performance measures and technical methodology as federal and state guidance becomes available. To include safety-related metrics.	SRTA	Jul - June
2.2	Develop draft regional MAP-21 performance measure targets (adoption of final targets anticipated in FY 2016/17).		
2.3	Staff time required to calculate, track, and report performance measures.		

Product 3: Performance Measures Technical Advisory Committee

Task/Activity		Resp. Agency	Schedule
3.1	Organize technical advisory committee comprised of SRTA, Caltrans, and local agency participants. Prepare agendas, host regular meetings, and document input.	SRTA	Jul - June

WORK ELEMENT 701.06**Interagency Coordination & Policy Monitoring**Agency: **SRTA**Total Budget: \$ **86,669****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16**

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements					
				11.47%	
Shasta RTA	Direct	Indirect	FHWA	Toll Credits	LTF
Personnel	54,182	26,687	80,869	9,276	
Services & Supplies	1,500		1,500	172	
CALCOG Dues	3,000				3,000
Human Resources	1,300		1,300	149	
TOTAL	59,983	26,687	83,669	9,597	3,000

Previous Accomplishments

Reviewed and provided comment on draft state and federal 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. Cultivated planning grant applications together with local agencies and community partners, including proposals submitted under the Caltrans Sustainable Transportation Planning Grant and Active Transportation Planning (ATP) programs. Hosted and participated in regular interagency coordination meetings. Supported development of the Downtown Redding Transportation Plan. Ongoing participation in the Healthy Shasta collaborative.

Objective

To analyze state and federal legislation and policy potentially affecting the region and 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.

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, Healthy Shasta, 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: Participation in and support of partner agency planning efforts

Task/Activity	Resp. Agency	Schedule
2.1 Participate in and provide technical support for local agency planning processes, including general plans, specific plans, air quality/climate plans, transportation and circulation plans, transportation concept reports, and similar.	SRTA	Jul-June
2.2 Plan and participate in interagency meetings for the coordination of planning efforts, policy development, and capital investment strategies.	SRTA	Jul-June

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: \$ 180,002

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	Prop 84	LTF		
Personnel	16,026	7,893	16,026	7,893		
Services & Supplies	400		400			
Consultant Services	18,213		18,213			
Consultant Tech Assist (Task #4.4)	122,085		122,085			
Human Resources	385		385			
City of Shasta Lake (est. balance of \$97,202)	15,000		15,000			
TOTAL	172,109	7,893	172,109	7,893		

Previous Accomplishments

The grant-funded scope of work has largely been completed, including the designation of Strategic Growth Areas (SGAs), identification of vacant and underutilized parcels, creation of parcel-based map of vehicle miles traveled-greenhouse gas emissions, and the identification of infrastructure-based limitations to growth and development within the City of Redding. Remaining work tasks, including development and administration of infill and redevelopment incentive program and City of Shasta Lake General Plan update are underway and scheduled for completion by November 2015.

Objective

Complete remaining work tasks in SRTA's Proposition 84 Sustainable Communities Planning Grant scope of work and integrate deliverables with regional planning processes.

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 SCS 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)).

Product 1: SRTA administration and project management

Task/Activity	Resp. Agency	Schedule
1.1 Executive oversight and communications	SRTA	July - Nov
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	July - Nov
2.2 Determine maximum transportation and infrastructure system capacities	Consultant & Redding	
2.3 Identify cost-effective opportunities to increase infrastructure capacities	Local agencies w/ consultant support	
2.4 Identify appropriate development intensity, land use, and transportation investment strategies	Local agencies w/ consultant support	
2.5 For select demonstration area, generate visualizations depicting the scalable integration of infill, redevelopment, and transportation investments	Consultant	

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	July - Nov
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 - Nov
4.2	Prepare and distribute request for concept proposals, evaluate proposals.		
4.3	Manage Technical Service Agreements for 1551 Market Street Redevelopment Project	Consultants	
4.4	Technical Service Agreements for 1551 Market Street Redevelopment Project: Mogavero Notestine Associates (\$45K), Miyamoto International (\$20K), and Sharrah Dunlap Sawyer (\$27,400 and \$29,620).		
Product 5: Consultant support for development of sustainability-related performance indicators			
Task/Activity		Resp. Agency	Schedule
5.1	Apply performance indicators	Consultant	Jul - Nov
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	Jul - Nov
6.2	Test the benefit of network connections via travel demand model		
6.3	Perform conceptual design and rendering for a select high-profile location		
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 - Nov
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 - Nov
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 - Nov
9.2	Evaluate infill/redevelopment barriers		

WORK ELEMENT 701.09**Air Quality**

Agency: SRTA

Total Budget: \$ 10,147

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	6,427	3,166	9,593	1,100		
Services & Supplies	400		400	46		
Human Resources	154		154	18		
TOTAL	6,982	3,166	10,147	1,164		

Previous Accomplishments

Monitored regional air quality reports. Participated in EMFAC2013 training.

Objective

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

Discussion

Transportation is the single largest source of atmospheric emissions in California. Shasta County is currently attainment status for federal air quality standards (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. ARB maintains the statewide mobile source emissions inventory software tool (EMissions FACtors or 'EMFAC') for estimating emissions from on-road vehicles from travel demand models. Periodic updates are provided and training becomes necessary.

Product 1: Regional air quality planning

Task/Activity		Resp. Agency	Schedule
1.1	Interagency coordination, including monitoring and communications with Shasta County Air Quality Management District (AQMD) and the California Air Resources Board.	SRTA	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 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:

\$ 40,684

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
	Direct	Indirect	FHWA	Toll Credits		
Shasta RTA						
Personnel	3,485	1,716	5,201	597		
Services & Supplies	400		400	46		
AirSage travel data purchase	20,000		20,000	2,294		
Human Resources	84		84	10		
City of Redding	15,000		15,000	1,721		
TOTAL	38,968	1,716	40,684	4,667		

Previous Accomplishments

SRTA submitted transportation data aggregated from local agencies for 2014 Highway Performance Measuring System (HPMS) reporting and supported local agencies in responding to the California Local Streets and Roads Assessment. The most recent transportation data 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, safety statistics, and other transportation data and analyses. Results are utilized to validate travel demand modeling data and to develop transportation improvement plans. The Highway Performance Monitoring System (HPMS) is a federally-mandated, nationwide program that provides information on the extent, condition, performance, usage, and operating characteristics of the nation's highways. Data collected for any road open to public travel are reported in HPMS. Caltrans annually requests data from all MPOs and local agencies. Additional information is provided via the Caltrans HPMS website (<http://www.dot.ca.gov/hq/tsip/hpms/>) and outlined in the 'Instructions for Updates, Including the HPMS Data Items dated March 2011. Actual monitoring is conducted by local agencies. Data is also submitted for the California Local Streets and Roads Statewide Needs Assessment in order to quantify transportation system deficiencies and support appropriate funding levels. Collected data is utilized by SRTA for reporting on upcoming federal transportation bill (MAP-21) performance measures.

Product 1: Local agency HPMS and MAP-21 performance measure data collection

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	Jul-June
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		
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.		
1.7	Conduct Pavement Condition Survey in accordance with MAP-21 standards, as implemented by U.S. DOT and Caltrans		
1.8	Collect roadway specific data for all roadways in accordance with MAP-21 standards, as implemented by U.S. DOT and Caltrans		

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
Product 3: Transportation data for use in CA Local Streets and Roads Statewide Needs Assessment			
Task/Activity		Resp. Agency	Schedule
3.1	Prepare and transmit transportation data for use in the California Local Streets and Roads Statewide Needs Assessment	Shasta County, Anderson, Redding, Shasta Lake	As needed
Product 4: AirSage Data			
Task/Activity		Resp. Agency	Schedule
4.1	Acquire 'AirSage' interregional travel data.	SRTA	As needed

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

Agency: SRTA

Total Budget: \$ 56,208

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			11.47%			
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	33,371	16,436	49,807	5,713		
Services & Supplies	5,600		5,600	642		
Human Resources	801		801	92		
TOTAL	39,771	16,436	56,208	6,447		

Previous Accomplishments

Amended the 2013 Federal Transportation Improvement Plan (FTIP), prepared 2015 FTIP using California Transportation Improvement Program System (CTIPS), and obtained approvals. Prepared 2014 Regional Transportation Improvement Program (RTIP). Executive director granted authority to approve both administrative modifications, and formal amendments, to the FTIP.

Objective

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

Discussion

The FTIP is a four-year program of transportation improvements based on long-range transportation plans (23 USC Section 134 (c)(j)) and (23 CFR 450.324) and is updated by September of even-numbered years. Transportation improvement programs (TIPs) are designed to achieve Regional Transportation Plan (RTP) goals and objectives via transportation spending, operations, and management. The FTIP ensures that these activities are carried out in cooperation with federal, state, local and tribal governments, transit agencies, community stakeholders, and the general public. Development of these programs adhere to the adopted Public Participation Plan. Amendments are routinely needed to reflect changes to federal programs, transportation funding levels, and local agency priorities. Amendments are reviewed for consistency with the RTP and fiscal constraints and submitted to the funding agencies for approval. The RTIP is a five-year program of projects using State Transportation Improvement Program (STIP) funds and updated by December of odd-numbered years. RTIP projects are approved as part of the STIP by the California Transportation Commission (CTC).

Product 1: 2015 FTIP Amendments

Task/Activity	Resp. Agency	Schedule
1.1 Receive, process, submit, and post FTIP formal amendment requests, including descriptive memo, CTIPS pages, grouped projects summary tables, financial summary tables, and summary of changes table. Formal amendments undergo minimum 14-day public review.	SRTA	As needed
2.1 Administrative modifications amendments required, or requested, including all of the materials listed in task 1.1. above.		

Product 2: Monitor Implementation of 2014 RTIP

Task/Activity	Resp. Agency	Schedule
2.1 Attend CTC meetings.	SRTA	Bi-monthly
2.2 Review biennial STIP fund estimate and CTC guidelines.		Jul - Jun
2.3 Meet with local agencies to determine upcoming projects and funding strategies.		
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: Prepare 2016 RTIP		
Task/Activity	Resp. Agency	Schedule
3.1	SRTA	Jul - Aug
3.2		Jul - Dec
3.3		
3.4		
3.5		
Product 4: California Federal Programming Group meetings		
Task/Activity	Resp. Agency	Schedule
4.1	SRTA	Bi-monthly
Product 5: Prepare 2017 FTIP		
5.1	SRTA	Jan
5.2		Jan - Jun
5.3		
5.4		Jun

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

Agency: SRTA

Total Budget: \$ 226,837

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements				11.47%	
Shasta RTA	Direct	Indirect	FHWA	Toll Credits	
Personnel	148,917	73,347	222,263	25,494	
Services & Supplies	1,000		1,000	115	
Human Resources	3,574		3,574	410	
TOTAL	153,491	73,347	226,837	26,018	

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; 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. Developed and administered a board of directors priorities survey and utilized survey results together with Federal Planning Factors/Planning Emphasis Areas and input from the general public to prepare prospective FY 15/16 planning priorities approved by the board of directors in December 2014. Developed and administered a local agency call for planning projects based on regional, state, and federal priorities.

Objective

To develop and administer a comprehensive, coordinated work plan of projects and programs that support implementation of the RTP, short-term transportation improvement programs, California Planning Emphasis Areas, and Federal Planning Factors. To prepare and adopt an agency budget, and annual ICAP rate for the operation of SRTA.

Discussion

The OWP is a detailed description of agency work to be accomplished during the fiscal year (July 1 through June 30) and the fund sources to be used to support RTP implementation and the development of short-term transportation improvement programs. The OWP is prepared pursuant to 23 CFR 450.308 and the Regional Planning Handbook prepared by the California Department of Transportation. At a minimum, the OWP includes: a description of the planning activities and products; who will perform the work; anticipated time frame for completing the work; and the budget and source of funds. SRTA receives oversees, and monitors the use of state and federal funding for implementation of the OWP and is therefore required to establish policies and procedures to meet DOT regulations. Cooperative agreements are also executed with partner agencies that jointly undertake work within the OWP.

Product 1: Management of FY 2015/16 work program and budget

Task/Activity	Resp. Agency	Schedule
1.1 Prepare prior year certification of expenditures and close out reports for submittal to Caltrans.	SRTA	Sept
1.2 Administer/amend and oversee subrecipient cooperative agreements with local agency subrecipients.		On-going
1.3 Track consultant services agreements for MPO work.		On-going
1.4 Prepare and submit invoices and quarterly progress reports to Caltrans, including SRTA and sub-recipient activity.		Quarterly

Product 2: FY 2015/16 OWP Amendments

Task/Activity	Resp. Agency	Schedule
2.1 Prepare staff report and state budget documents for SRTA Board of Directors approval (typically 2-3 amendments per year).	SRTA	As needed
2.2 Submit required documentation to Caltrans for federal and state approval.		

Product 3: FY 2016/17 Overall Work Program			
Task/Activity		Resp. Agency	Schedule
3.1	Annual OWP coordination meeting with Caltrans, FHWA, and FTA.	SRTA	Nov
3.2	Prepare and present FY 2016/17 regional planning priorities for board of directors' approval.		Nov - Dec
3.3	Prepare and distribute local agency call for planning projects based regional planning priorities, Federal Planning Factors, and California Planning Emphasis Areas. Evaluate proposals.		Dec - Jan
3.4	Update prospectus and prepare draft FY 2016/17 work elements.		
3.5	Analyze FY 2016/17 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.		Jan - Feb
3.6	Prepare and present draft FY 2016/17 OWP to board of directors for review and comment.		Feb
3.7	Submit draft FY 2016/17 OWP to state and federal agencies for review and comment.		
3.8	Revise draft 2016/17 OWP to include federal and state comments and recommendations.		Mar
3.9	Prepare and present final FY 2016/17 OWP to board of directors for adoption.		Apr
3.1	Prepare and submit sub-recipient cooperative agreements to sub-recipients.		
3.11	Submit final FY 2016/17 OWP to Caltrans for state and federal approval.		May

WORK ELEMENT 703.01**Active Transportation Planning**

Agency: SRTA

Total Budget \$ 64,690

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	PPM			
Personnel	41,074	20,230	61,304			
Services & Supplies	2,400		2,400			
Human Resources	986		986			
TOTAL	44,459	20,230	64,690	0	0	0
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 provides fiscal and contract administration of Safe Routes to School grant funds on behalf of Shasta County Health and Human Services for educational and promotional activities. SRTA participated in joint efforts with Healthy Shasta to develop and fund a bicycle route bikeway signage program in the City of Anderson. SRTA worked with Healthy Shasta and FarNorCalGIS to prepare a GIS-based bicycle parking inventory and web map viewer. Program guidelines for Rural Bike Lanes and Sidewalks to Transit (BLAST) Program adopted.						
Objective						
Increase the share of trips made via bicycle and walking, with an emphasis on projects, policies, and programs that directly serve or connect to Strategic Growth Areas established in the 2015 Regional Transportation Plan (RTP). Also, maximize pedestrian and bicycle user safety.						
Discussion						
Public interest and usage of 'active' (i.e. non-motorized) travel options continues to grow in Shasta County. SRTA's plans and investments support: the development of safe and convenient infrastructure; connectivity between the region's trails and the urban network; maintenance of existing bicycle and pedestrian facilities; integration with public transportation; and complete streets. These strategies play a key role in SRTA's Sustainable Communities Strategy (SCS) for reducing vehicle miles traveled and associated greenhouse gas emissions. Federal funding programs for bicycle and pedestrian improvements have been consolidated and are now awarded competitively. Projects proposed for funding must eventually be part of an Active Transportation Plan.						
Product 1: Monitor and Pursue Funding Opportunities for Bicycle and Pedestrian Infrastructure						
Task/Activity			Resp. Agency		Schedule	
1.1	Participate in bicycle and pedestrian policy workgroups and advisory committees.		SRTA		Jul - Jun	
1.2	Research and pursue funding for bicycle and pedestrian planning and infrastructure.					
1.3	Host bicycle and pedestrian seminars for local and regional transportation partners.					
Product 2: Manage 2% TDA Set-aside and Rural BLAST Program for Bicycle and Pedestrian Projects						
Task/Activity			Resp. Agency		Schedule	
2.1	Advise and support local agencies in preparing bicycle and pedestrian project nominations.		SRTA		Jul - Jun	
2.2	Administer Rural BLAST Program.					

WORK ELEMENT 704.01**Public Information and Participation**

Agency: SRTA

Total Budget: \$104,325

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			20.00%	80.00%	11.47%	
Shasta RTA	Direct	Indirect	LTF	FHWA C/O	Toll Credits	
Personnel	49,792	24,524	14,863	59,453	6,819	
Services & Supplies	4,500		900	3,600	413	
Consultant Services (Civic Plus)	3,838		768	3,070	352	
Web Hosting	476		95	381	44	
Community Polling	10,000		0	10,000	1,147	
Community Survey	10,000		2,000	8,000	918	
Human Resources	1,195		239	956	110	
TOTAL	79,801	24,524	18,865	85,460	9,802	
Previous Accomplishments						
Performed SRTA Board of Directors and TAC meetings; adopted 2013 Public Participation Plan; developed new agency website featuring community engagement tools; and implemented new social media outreach program including Facebook and Twitter accounts.						
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. 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: 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	Approx. 5 per year
3.2	Support ad-hoc committees as needed for special purposes.					
Product 4: Agency overview and fact sheets						
Task/Activity					Resp. Agency	Schedule
4.1	Maintain up-to-date 'Overview of SRTA' document.				SRTA	Jan - Jun
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, and social media promotions.	Services & Supplies	Annual
5.3	Manage online community engagement tools, including Facebook, Twitter, and community voice modules on agency website.	SRTA	Jul - Jun
Product 6: Track Public Participation Plan Performance Measures			
Task/Activity		Resp. Agency	Schedule
6.1	Track efforts described in the 2013 Public Participation Plan in the 3 A's: Access, Awareness, and Action.	SRTA	Jul - Jun
6.2	Design and administer random telephone community survey to establish baseline data for 2013 Public Participation Plan performance measures.	SRTA, Consultant	Jul - Jun
Product 7: Prepare 2016 Public Participation Plan (PPP) update			
Task/Activity		Resp. Agency	Schedule
7.1	Integrate social media and online community engagement tools into PPP.	SRTA	Jan - Jun
7.2	Distribute draft PPP for review and comment.		
7.3	Prepare final PPP for SRTA Board of Directors' approval.		
Product 8: Public Notifications			
Task/Activity		Resp. Agency	Schedule
8.1	Advertise and post various public notifications regarding SRTA planning and programming projects.	Services & Supplies	Jul - Jun
Product 9: SRTA Regional Planning Report			
Task/Activity		Resp. Agency	Schedule
9.1	Prepare and administer community polling to inform SRTA Regional Planning Report	SRTA, Consultant	Jul - Jun
9.2	Develop, publish, and distribute agency report, including discussion of recent accomplishments and future directions.	SRTA, Services & Supplies	Jul - Jun

WORK ELEMENT 705.02**GIS Applications**Agency: **SRTA**Total Budget \$ **187,500****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16**

EXPENDITURES			Revenue by Fund Source (\$)				
Staff Allocations and Funding Requirements				11.47%	Shasta	Contributing	
Shasta RTA	Direct	Indirect	FHWA C/O	Toll Credits	College	Agencies	
Personnel	17,703	8,719	26,422	3,031			
Services & Supplies	1,500		1,500	172			
FarNorCalGIS License	2,000				2,000		
ArcGIS License	10,000		10,000	1,147			
Consultant Services (GIS on-call)	14,853		14,853	1,704			
Consultant Services (Ortho Imagery)	132,300		42,000	4,817		90,300	
Human Resources	425		425	49			
TOTAL	178,781	8,719	95,200	10,919	2,000	90,300	

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

Previous Accomplishments

Participated in Far North Regional GIS Council (FNRGC); developed and 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.

Objective

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

Discussion

SRTA continues to expand its technical and regional data sharing role, with a focus on developing and maintaining countywide land use and transportation-related GIS data. Additional data layers, including US Census and economic data, are likewise being added to enhance spatial analysis capabilities. GIS data is integrated into the ShastaSIM Travel Demand Model and is used to assist with development of the Sustainable Community Strategy (SCS) and tracking performance toward RTP objectives.

Product 1: Regional GIS Program

Task/Activity	Resp. Agency	Schedule
1.1 Maintain requisite GIS licensing needed for SRTA operations.	SRTA	Jul-June
1.2 Maintain and enhance agency GIS capabilities, including participation in GIS training.		
1.3 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: On-call GIS Support Services			
Task/Activity		Resp. Agency	Schedule
4.1	Miscellaneous on-call GIS support for other work elements and SRTA's member agencies (major work tasks involving GIS are included in appropriate work elements)	Consultant	Jul-June
Product 5: Orthoimagery Update			
Task/Activity		Resp. Agency	Schedule
5.1	Update orthoimagery database for urbanized region and integrate w/ planning tools.	Consultant, SRTA, local agency project partners	Jul-June

WORK ELEMENT 705.05**Regional Travel Demand Model (TDM)**Agency: **SRTA** Total Budget: \$ **74,066****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16**

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	10,858	5,348	16,206	1,859		
Services & Supplies	1,600		1,600	184		
Cube Software License	6,000		6,000	688		
Consultant Services	50,000		50,000	5,735		
Human Resources	261		261	30		
TOTAL	68,719	5,348	74,066	8,495		

Previous Accomplishments

A new activity-based travel demand model (TDM) was adopted in June 2014. 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.

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 validation			
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	Jan - Jun
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.		

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

Agency: SRTA

Total Budget: \$ 178,930

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)				
Staff Allocations and Funding Requirements				FTA 5303 C/O	PPM	FTA 5311(f)	11.47%
Shasta RTA	Direct	Indirect	FTA 5303	88.53%	11.47%		Toll Credits
Personnel	76,444	37,651	85,571	25,252	3,272		9,815
Services & Supplies	3,000		2,250	664	86		258
Consultant Services (Product 2)	30,000		22,500	6,640	860		2,581
Consultant Services (Product 6)	30,000					30,000	
Human Resources	1,835		1,376	406	53		158
TOTAL	141,279	37,651	111,697	32,962	4,271	30,000	12,812

Previous Accomplishments

Performed annual Transit Needs Assessment; managed Social Services Transportation Advisory Council (SSTAC); RABA Short Range Transit Plan was completed and accepted by the RABA board. Completed the Coordination of Consolidated Transportation Services Agency (CTSA) Review, Transit Technology Plan in coordination with RABA, Title IV Plan (per Civil Rights Act of 1964), and Limited English Proficiency Plan. 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.

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: 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: Transit Coordination

Task/Activity	Resp. Agency	Schedule
2.1 Consultant-led update of the Coordinated Human Services Transportation Plan (CHTP) to serve as implementation plan for Mobility Management.	Consultant, SRTA	Oct - Feb
2.2 Communication and coordination with intercity public transportation providers and public transportation providers operating in surrounding regions needed, including joint participation in 'California 211' services.		Jul - Jun
2.3 Implement the Transit Technology Plan in coordination with RABA.	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

Product 4: Development of Transit Planning Modeling Tool				
Task/Activity		Resp. Agency		Schedule
4.1	Research and develop a Shasta County version of the Transit Boardings and Estimation Simulation Tool (TBEST) for regional transit planning activities.	SRTA		Jul - Oct
4.2	Utilize TBEST for annual Unmet Transit Needs process.	SRTA		Oct - Feb
4.3	Develop a short- and mid-range transit planning tool for the Unmet Transit Needs and RABA Short-Range Transit Plan. Abilities to include General Transit Feed Specification (GTFS) intercapability and integration with ShastaSIM travel demand model.	SRTA		Feb - June
Product 5: FTA grants technical assistance and management				
Task/Activity		Resp. Agency		Schedule
5.1	Work with local agencies, human service transportation providers, and private industry in developing projects and applying for FTA grants.	SRTA		Jul - June
5.2	Work with RABA on FTA Section 5307 project development and public participation process.	SRTA		Jul - June
Product 6: Shasta Intercity Transportation to Sacramento and Bay Area Feasibility Study and Action Plan				
Task/Activity		Resp. Agency		Schedule
6.1	Project initiation and management to establish and agree upon communication protocols, roles & responsibilities, expectations, and to review background information on the region and project.	SRTA/ Consultant		Oct - March
6.2	Shasta intercity feasibility study development to assess current intercity services to Sacramento and the Bay Area, including costs and passenger fares; assess current and projected market demand; assess coordination of passenger rail and air-travel connections; assess possible new rapid transit bus service or expansion of existing services; and evaluate possible funding sources	Consultant		Oct - March
6.3	Shasta intercity action plan to identify preferred intercity bus service alternative and recommend final action plan with detailed routes, intercity stops, projected ridership with associated greenhouse gas reductions, disadvantaged communities served, cost allocation, implementation tasks, and candidate funding sources.	Consultant		Oct - March
Product 7: Need a Ride Brochure				
Task/Activity		Resp. Agency		Schedule
7.1	Review and update Need a Ride brochure.	SRTA		Jul-June

WORK ELEMENT 706.06**Public Transportation Development**

Agency: SRTA

Total Budget: \$ 8,388

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			FHWA	11.47%		
Shasta RTA	Direct	Indirect		Toll Credits		
Personnel	5,399	2,659	8,058	924		
Services & Supplies	200		200	23		
Human Resources	130		130	15		
TOTAL	5,729	2,659	8,388	962		

Previous Accomplishments

This is a new work element for FY 2015/16.

Objective

To administer the allocation of regionally apportioned funds from the Low Carbon Transit Operations Programs (LCTOP) and to develop public transportation projects that meet Cap-and-Trade program and other state program guidelines.

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) and the Affordable Housing and Sustainable Communities (AHSC).

Product 1: Pursue Grant Funds

Task/Activity	Resp. Agency	Schedule
1.1 Research and prepare proposals for public transportation grants available through the Cap-and-Trade programs and other state programs.	SRTA	Jul - Jun
1.2 Coordinate with local agencies and provide support in preparing grant applications.		Jul - Jun
1.3 Research prospective grant opportunities and participate in applicable grant workshops.		Jul - Jun

Product 2: Administer LCTOP Funds

Task/Activity	Resp. Agency	Schedule
2.1 Review State Controller's Office LCTOP Eligible Allocation Summary	SRTA	Jul - Sept
2.2 Review statutes, rules, and regulations, and pending legislation pertinent to LCTOP funding	SRTA	Jul - Jun
2.3 Coordinate with RABA and prepare or provide support in preparing project description and allocation requests.	SRTA/RABA	Sept - Nov
2.4 Review and process invoices for project work completion.	SRTA	Jul - Jun
2.5 Prepare semi-annual progress and final project report	SRTA	Jul - Jun
2.6 Participate in financial and performance auditing.	SRTA	Jul - Jun

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

Agency: SRTA

Total Budget: \$ 44,271

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements				11.47%	
Shasta RTA	Direct	Indirect	FHWA	Toll Credits	FHWA C/O
Personnel	12,460	6,137	18,597	2,133	
Services & Supplies	400		400	46	
Human Resources	299		299	34	
City of Redding					
Consultant Services	24,975			2,865	24,975
TOTAL	38,134	6,137	19,296	5,078	24,975

Previous Accomplishments

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

Objective

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

Discussion

The agency must identify current and projected future transportation needs and, through detailed planning studies, devise strategies to address those needs. This element provides funds for the RTPA to conduct special studies for selected corridors, road segments and key locations to evaluate safety concerns, prepare project alternatives and cost estimates, and devise appropriate actions to resolve issues (23 CFR 450.318). In a typical year, SRTA 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		Resp. Agency	Schedule
2.1	Collect field traffic data between Hartnell Avenue Through Churn Creek Road including the East Cypress Avenue-Interstate 5 interchange.	Redding	Jul-Apr
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 \$ 139,087

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements			100.00%		
Shasta RTA	Direct	Indirect	SRTS		
Personnel	7,040	3,467	10,507		
Supplies	100		100		
Human Resources	169		169		
Shasta County HHSA (ATP Cycle 1)	120,000		120,000		
Shasta County HHSA (Cycle 3)	8,311		8,311		
TOTAL	135,620	3,467	139,087		

Previous Accomplishments

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

Objective

To increase safety for non-motorized users. Complete the Safe Routes to School Cycle 3 grant scope and begin new ATP Cycle 1 grant scope of work.

Discussion

SRTA administers the Safe Routes to School grant. Shasta County Health and Human Services Agency manages the work program and produces all deliverables.

Product 1: Grant administration

Task/Activity	Resp. Agency	Schedule
1.1 Contract management, fiscal accounting and reporting.	SRTA	Jul - Jun

Product 2: SR2S Cycle 3 Grant Work Program

Task/Activity	Resp. Agency	Schedule
2.1 Implement grant scope of work, including pedestrian and bicycle safety programs, identification of safe routes to school, and participation in activities and initiatives that support pedestrian and bicycle travel and safety. <i>Note: Cycle 3 grant expires Nov 2016</i>	Shasta County HHSA	Jul - Jun

Product 3: ATP SR2S Cycle 1 Grant Work Program

Task/Activity	Resp. Agency	Schedule
3.1 Submit request for authorization (RFA) for ATP Cycle 1 funding.	SRTA	Aug - Jan
3.2 Execute requisite state agreement for use of ATP funds.		
3.3 Implement grant scope of work, including pedestrian and bicycle safety programs, pedestrian and bicycle counts, and participation in activities and initiatives that support pedestrian and bicycle travel and safety.	Shasta County HHSA	Jul - Jun

WORK ELEMENT 707.03**Plug-in Electric Vehicle (PEV) Planning & Policy**

Agency: SRTA

Total Budget: \$ 21,066

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements				11.47%		
Shasta RTA	Direct	Indirect	FHWA C/O	Toll Credits	RCEA	
Personnel	12,902	6,354	17,256	1,979	2,000	
Services & Supplies	1,500		1,500	172		
Human Resources	310		310	36		
TOTAL	14,711	6,354	19,066	2,187	2,000	

Previous Accomplishments

Provided technical support and Shasta County data for the Upstate Region Plug-in Electric Vehicle (PEV) Readiness Plan. Invited Siskiyou County Economic Development Council to present findings and next steps regarding Upstate Region PEV Readiness Plan. Provided letter of support for second round of PEV Readiness Plan and implementation grant application.

Objective

To encourage the planning and development of plug-in electric vehicle charging stations in the region to reduce greenhouse gas (GHG) emissions, reduce electric vehicle user "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 penetrating 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: Pursue grant funds

Task/Activity		Resp. Agency	Schedule
1.1	Staff will pursue and prepare applications for PEV planning and infrastructure grants available from the California Energy Commission (CEC) or other national and state agencies.	SRTA	Jul - Jun
1.2	Coordinate with local agencies and provide support in preparing grant applications.	SRTA	Jul - Jun

Product 2: Upstate Region PEV Planning

Task/Activity		Resp. Agency	Schedule
2.1	Participate in Upstate Region PEV Coordinating Council meetings.	SRTA	Quarterly
2.2	Assist in coordination with local agencies and interested parties on implementing the Upstate Region PEV Readiness Plan for Shasta County.	SRTA	Jul - Jun

Product 3: North Coast and Upstate Fuel Cell Vehicle Readiness Project

Task/Activity		Resp. Agency	Schedule
3.1	Participate in North Coast and Upstate Fuel Cell Vehicle Readiness Project meetings.	SRTA	Quarterly
3.2	Assist in coordination with local agencies and interested parties on implementing the North Coast and Upstate Fuel Cell Vehicle Readiness Project for Shasta County.	SRTA	Jul - Jun
3.3	Assist in regional outreach efforts and promote Fuel Cell Electric Vehicle (FCEV) use.	SRTA	Jul - Jun

WORK ELEMENT 707.04**Goods & Freight Movement Planning**

Agency: SRTA

Total Budget: \$ 125,462

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements					
			Caltrans Strategic Partnerships Grant (FHWA SP&R)		
Shasta RTA	Direct	Indirect			
Personnel	19,256	9,484	28,741		
Services & Supplies	1,500		1,500		
Consultant Services	94,759		94,759		
Human Resources	462		462		
In-kind Contributions					
Growing Local, SCEDD, Pro-Pacific, CED					
TOTAL	115,977	9,484	125,462		

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

Previous Accomplishments

The North State Transportation for Economic Development Study was completed in late 2013. SRTA, in partnership with economic development and private sector partners developed and submitted a Caltrans Strategic Partnerships grant application to carry out the 'Far Northern California Consolidated Goods & Freight Hub Study and Demonstration Project'.

Objective

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

Discussion

Goods and freight movement is a federal priority in support of economic development. SRTA near term focus is to address the lack of data and technical modeling capabilities needed for effective planning and project development, multi-regional coordination, and integration with statewide programs and technology. The grant requires a 20% local match, which is being satisfied by in-kind contributions by the following project partners: Growing Local, Superior California Economic Development District (SCEDD), Pro-Pacific Fresh, and the Center for Economic Development at Chico State University (CED).

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

Task/Activity	Resp. Agency	Schedule
1.1 Project initiation.	SRTA, Consultant	Jul - Jun
1.2 Data development.		
1.3 Outreach and stakeholder communication.		
1.4 Technical analysis and logistics.		
1.5 Agricultural goods movement demonstration project.		
1.6 Prepare and present final report.		

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

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

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

Agency: SRTA

Total Budget: \$ 129,921

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			100.00%			
Shasta RTA	Direct	Indirect	LTF			
Personnel	58,634	28,879	87,514			
Supplies	400		400			
Human Resources	1,407		1,407			
Consultant Services (Financial Audit)	18,000		18,000			
Consultant Services (Triennial Audit)	22,600		22,600			
TOTAL	101,041	28,879	129,921			

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 transit, bicycle and pedestrian, and road projects. SRTA distributes funds to local claimant and ensures that fiscal audits and other requirements are performed in accordance to TDA law.

Product 1: TDA administration

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

Product 2: Manage TDA 2% Bike and Pedestrian Program

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

Product 3: CTSA Coordination

Task/Activity	Resp. Agency	Schedule
3.1 SRTA coordination of transit services.	SRTA	Jul - Jun

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

Agency: SRTA

Total Budget: \$ 570,119

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	TDA	LTF		
Personnel	10,629	5,235		15,864		
Human Resources	255			255		
Sub-Recipients						
Shasta County TDA Adm.	24,000		24,000			
City of Redding	530,000		530,000			
TOTAL	564,884	5,235	554,000	16,119		

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

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

Agency: SRTA

Total Budget: \$ 5,841

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			100.00%			
Shasta RTA	Direct	Indirect	NSSR			
Personnel	3,588	1,767	5,355			
Supplies	400		400			
Human Resources	86		86			
TOTAL	4,074	1,767	5,841			

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