

STAFF REPORT

SUBJECT: STIP Amendments

MEETING DATE: May 15, 2003

AGENDA ITEM: 7A

RECOMMENDATION:

Adopt a resolution authorizing the Executive Director to approve STIP amendment requests.

DISCUSSION:

Under the provisions of SB 45, SBCAG is responsible for programming projects to be funded from the region's county share of State Transportation Improvement Program (STIP) funds. SBCAG is also responsible for monitoring the implementation of STIP projects to ensure that the state's "timely use of funds" provisions are met. SBCAG has initiated a STIP Project Monitoring Program (PMP) to accomplish this. The PMP tracks the cost, scope, and schedule of all STIP projects based on project information provided by all sponsoring agencies.

It is recommended that the board adopt the attached resolution which will grant delegated authority to the Executive Director to use his discretion to approve STIP amendment requests before they are sent to Caltrans. SBCAG must approve STIP amendment requests before Caltrans sends the request to the California Transportation Commission for notice and action. Providing this authority will allow administrative and minor STIP amendment requests to be completed more quickly.

The board has previously granted authority for the Executive Director to approve administrative amendments to the Federal Transportation Improvement Program (FTIP). STIP amendments that cause significant changes to projects and do not fit within the definition of an administrative amendment will be brought before the SBCAG Board for approval before being submitted to Caltrans. Staff will notify the board monthly regarding any STIP administrative amendments that have been approved.

An administrative amendment is defined as follows:

- Scope changes – Minor changes in the project description, limits, location and scope of work that do not change the overall project purpose and benefits.
- Schedule – The program year for any phase of a project may be advanced or delayed within the three years of the triennial element.
- Funding – Programmed funding may be shifted from one phase to another

- Cost increases – Cost increases may be approved as administrative amendments if the additional funding required is identified and committed from other sources and the increase in state or federal funding is less than 20% or \$1.0 million whichever is less

Amendments not meeting the requirements outlined above must be processed as formal amendments requiring approval by the SBCAG Board. In addition, SBCAG may at the discretion of its Executive Director require formal amendments for proposed changes that may be controversial or that are determined not to be clearly within the scope of an administrative amendment.

COMMITTEE REVIEW:

The staff recommendation was unanimously approved at the May 2003 TTAC meeting.

STAFF CONTACT: Heather Diez

RESOLUTION OF THE SANTA BARBARA
COUNTY ASSOCIATION OF GOVERNMENTS

AUTHORIZING THE EXECUTIVE)
DIRECTOR TO APPROVE STIP)
AMENDMENT REQUESTS)

RESOLUTION NO. 03-08

WHEREAS, Santa Barbara County Association of Governments (SBCAG) is designated by the State of California as the Regional Transportation Planning Agency for Santa Barbara County pursuant to Public Utilities Code Section 29532, and

WHEREAS, SBCAG is responsible for monitoring the implementation of projects included in the adopted State Transportation Improvement Program (STIP) to ensure that the state's "timely use of funds" requirements and deadlines are met; and

WHEREAS, the STIP requires periodic amendments, including but not restricted to requests for schedule, cost, funding and scope changes by the project sponsors; and

WHEREAS, the Regional Transportation Planning Agency must approve STIP amendment requests submitted by project sponsors before they will be considered for approval by Caltrans and the California Transportation Commission, and

WHEREAS the 2002 Federal Transportation Improvement Program (FTIP) adopted by the board on June 20, 2002 defines minor project modifications that may be approved by the Executive Director as administrative amendments, and

WHEREAS, the board desires to delegate similar authority to the Executive Director to approve administrative amendments proposed for projects programmed in the State Transportation Improvement Program (STIP), and

WHEREAS, an administrative amendment is defined as:

- Scope changes – Minor changes in the project description, limits, location and scope of work that do not change the overall project purpose and benefits.
- Schedule – The program year for any phase of a project may be advanced or delayed within the three years of the triennial element.
- Funding – Programmed funding may be shifted from one phase to another

- Cost increases – Cost increases may be approved as administrative amendments if the additional funding required is identified and committed from other sources and the increase in state or federal funding is less than 20% or \$1.0 million whichever is less, and

NOW, THEREFORE, BE IT RESOLVED that the Executive Director of the Santa Barbara County Association of Governments is hereby authorized to approve administrative amendments to the STIP prior to submittal to Caltrans and the California Transportation Commission.

BE IT FURTHER RESOLVED that administrative amendments include minor changes in project scope, schedule, cost or funding as determined by the Executive Director and these guidelines and that STIP amendment requests involving major changes shall be presented to the SBCAG Board of Directors for approval.

PASSED AND ADOPTED this 15th day of May 2003 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

James Kemp
Executive Director
Santa Barbara County
Association of Governments

Larry Lavagnino
Chair
Santa Barbara County
Association of Governments

APPROVED AS TO FORM:

Kevin E. Ready, Sr.
Deputy County Counsel