STAFF REPORT

MEETING DATE:	**December 10, 2019**
SUBJECT:	**Amend Fiscal Year (FY) 2019/21 Overall Work Program and Approve Regional Planning Priorities for FY 2020/21**
AGENDA ITEM:	**15**
STAFF CONTACT:	**Daniel Wayne, Senior Transportation Planner**

SUMMARY:
The Overall Work Program (OWP) is the agency's annual work plan and budget. The Fiscal Year (FY) 2019/21 OWP must be amended to reflect the prior year actual expenditures and carryover amounts. In addition, regional planning priorities for FY 2020/21 are attached for consideration by the board of directors. Once approved, these priorities will be used by staff to develop draft work elements and budgets for consideration by the board of directors in February.

STAFF RECOMMENDATION:
It is recommended that the board of directors:

1) Approve Amendment #1 to the FY 2019/21 OWP pursuant to Resolution 19-17 (Attachment A), thereby reducing the budget by $286,400, for a total of $2,408,703; and
2) Approve preliminary regional planning priorities for FY 2020/21.

DISCUSSION:
Background – The OWP describes the agency's planning activities and serves as the comprehensive budget for the fiscal year (July 1 through June 30). The second year of the OWP budget is shown for informational purposes and is used solely for advanced planning. SRTA's core planning and programming functions are funded first, including the Regional Transportation Plan (RTP); public and interagency engagement; transportation improvement programs; public transportation planning and administration; and the annual OWP. Once core activities have been funded, the board of directors may fund other regional transportation planning needs that support implementation of the RTP. Funding may also be awarded to local agencies and other eligible subrecipients for similar purposes. The OWP is submitted to the Federal Highway Administration, Federal Transit Administration, and Caltrans for approval in order to receive funding.

Amendment #1 to the FY 2019/21 OWP – SRTA's OWP is amended periodically to reflect differences in estimated versus actual budgets as well as any substantive changes in work products. Since consultant invoices in the fourth quarter of FY 2018/19 were greater than anticipated, assumptions for carryover revenue in the current fiscal year need to be reduced a corresponding amount. Pursuant to Resolution 19-17 (Attachment A), the proposed Amendment #1 reduces the overall budget by $286,400 to align with reconciled prior year actual expenditures and carryover amounts. In addition, some staff hours and direct expenses were redistributed among work elements to better reflect current priorities.

FY 2020/21 Regional Planning Priorities – Staff is also at the early stages of developing next year's OWP. To enable early and meaningful input, it is developed and presented to the board of directors in the following stages:

ANNUAL OWP DEVELOPMENT TIMELINE

Meeting Date	Staff Presentation	Recommendation
December	Proposed regional planning priorities	Review and approve
February	Draft work elements and budget	Review and provide direction
April	Final and complete OWP	Adoption

Beyond the aforementioned core planning and programming activities, a number of region-specific planning priorities are proposed for FY 2020/21 (Attachment C). These priorities are based on the four-year goals found in the 2018 RTP and have been organized to show how they align with the five regional planning focus areas presented to the board of directors in October.

ALTERNATIVES:

Regarding Amendment #1 to the FY 2019/21 OWP, the board of directors may clarify any item and request specific changes. Regarding the proposed FY 2020/21 regional planning priorities, the board of directors may direct staff to add, remove, or modify any element.

OTHER AGENCY INVOLVEMENT:

The annual OWP coordination meeting with federal and state agency partners is scheduled for December 12, 2019, to discuss respective planning priorities and draft work tasks. Draft FY 2020/21 regional planning priorities were presented and discussed with the Technical Advisory Committee (TAC). The TAC concurs with staff's recommendation.

FISCAL IMPACT:

Amendment #1 to the FY 2019/21 OWP budget will reduce the budget by $286,400 (from $2,695,103 to $2,408,703). Approval of the FY 2020/21 regional planning priorities has no direct fiscal impact.

Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution 19-17: Amendment #1 to the FY 2019/20 Overall Work Program
B: Draft FY 2019/21 OWP Worksheets (changes highlighted yellow)
www.srta.ca.gov/DocumentCenter/View/4930/Draft-Amendment-1-to-the-FY-202021-OWP-worksheets-only?bidId=
C: Proposed Fiscal Year 2020/21 Regional Planning Priorities

Attachment A

RESOLUTION

RESOLUTION NUMBER:	**19-17**
SUBJECT:	**Amendment #1 to SRTA's Fiscal Year 2019/21 Budget and Overall Work Program**

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

WHEREAS, SRTA maintains an annual budget, a subset of which constitutes the OWP pursuant to State and Federal requirements; and

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

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

WHEREAS, actual verses estimated revenues and expenditures have changed, some staff hours have been redistributed among work elements, and budget amounts for services and supplies and consultant services have been reduced.

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Amendment #1 to the FY 2019/20 OWP with the following net impact:

Fund Source:	**Amount:**
• Federal Planning:	($11)
• Federal Planning Carryover:	($212,296)
• Federal Transit administration Section 5303:	($8)
• Federal Transit administration Section 5303 Carryover:	+$60,210
• Local Transportation Fund:	($41,337)
• Planning Programming and Monitoring:	($98,218)
• Other (North State Super Region)	+$652
• Senate Bill 1 Formula Funds	+$4,593

BE IT FURTHER RESOLVED that approval of Amendment #1 impacts the FY 2019/20 comprehensive budget as follows:

Fund Source:	**Amount:**
• Transit and Intercity Rail Capital Program:	($27,460)
• Local Transportation Fund:	+$41,337

BE IT FURTHER RESOLVED that Amendment #1 results in a reduction of the FY 2019/20 OWP budget by $286,400 for a total budget of $2,408,600 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 10th day of December 2019, by the Shasta Regional Transportation Agency.

Kristen Schreder, Chair
Shasta Regional Transportation Agency

ATTACHMENT C: PROPOSED FISCAL YEAR 2020/21 REGIONAL PLANNING PRIORITIES

REGIONAL PLANNING EMPHASIS AREAS

Community Vibrancy and Prosperity – Remove transportation-related obstacles to economic activity in collaboration with local agency and private sector partners.
Safe and Healthy Mobility Options – Eliminate transportation-related injuries and fatalities, maintain regional air quality, and support active transportation.
Fiscal Sustainability – Maximize external funding and economic return on investment for regional transportation systems.
Context-Appropriate Mobility Options – Support transportation projects and services that fit local needs and community type.
Mobility Options for Disadvantaged Households – Support cost-effective mobility solutions for households without access to an automobile.

PROPOSED REGIONAL PLANNING PROJECT PRIORITIES FOR FISCAL YEAR 2020/21

	Community Vibrancy and Prosperity	Safe and Healthy Mobility Options	Fiscal Sustainability	Context-Appropriate Mobility Options	Mobility Options for Disadvantaged Households
PARK MARINA CORRIDOR – Support the city of Redding and private sector developers in implementing the Park Marina Corridor Plan (planning funds awarded to the city of Redding at the October 2019 board of directors meeting).	X	X		X	X
SOUTH REDDING STATE ROUTE 273 CORRIDOR – Support Caltrans District 2 and city of Redding in removing mobility barriers to economic activity, focusing on projects that meet the needs of disadvantaged communities and that offer secondary benefits.	X	X		X	X
SHASTAREADY IMPLEMENTATION – Pending completion of the plan, implement projects that reduce exposure to transportation-related injuries and deaths as a result of wildfires and extreme weather events.	X	X	X		
ROADWAY SAFETY – Provide funding to local agencies to assess safety on local roads and devise potential solutions for future grant funding.		X		X	X
INTERSTATE 5 – Seek state and federal funding to complete the expansion of Interstate 5 to six lanes.	X	X	X	X	
PUBLIC TRANSPORTATION – Increase public transportation performance and efficiency through implementation of the Long-Range Transit Plan (anticipated completion Fall 2020).			X	X	X
INTERCITY BUS – Implement Salmon Runner intercity bus service.	X			X	X
ON-DEMAND TRANSIT – Assess performance of On-Demand Sunday Pilot Project and develop future project(s) for implementation as directed.	X	X	X	X	X
ACTIVE TRANSPORTATION TRUNK LINE NETWORK – Support local agencies in the ongoing development of projects to compete for Active Transportation Program and other grant funding sources.	X	X	X	X	X
DISADVANTAGED COMMUNITIES OUTREACH – Based on data analysis of households without access to an automobile, utilize geographically-targeted public outreach to identify mobility solutions that may be employed within existing resources.	X	X		X	X