

STAFF REPORT



MEETING DATE:	April 27, 2021
SUBJECT:	Adopt Fiscal Year (FY) 2021/22 Overall Work Program
AGENDA ITEM:	17
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

SUMMARY:

The agency's Overall Work Program (OWP) and planning budget for Fiscal Year (FY) 2021/22 has been prepared in consultation with federal, state and local agency partners. It includes budgets for SRTA staff time, consultant services, support services, direct expenses, administrative overhead, and pass through funding to eligible partner entities. The FY 2021/22 budget of \$3,724,660 and is covered by anticipated revenue.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve the FY 2021/22 Overall Work Program, pursuant to Resolution 21-05 (Attachment A);
2. Authorize the executive director to sign the FY 2021/22 Overall Work Program Agreement and certifications and assurances that all OWP requirements have been met, including future amendments to these documents as needed; and
3. Authorize the executive director to make administrative edits to the OWP in order to correct minor errors and address further comments from state and federal partners as part of the approval process.

DISCUSSION:

Background – The OWP covers all planning and programming related activities. The scope of work addresses the agency's core planning functions, implementation of the Regional Transportation Plan, and annual regional planning priorities approved by the SRTA Board of Directors. In addition to serving as the agency's detailed work plan and budget, the OWP serves the following key functions:

- It is reviewed by SRTA's funding partners (i.e., Caltrans, Federal Highway Administration, and Federal Transit Agency) to ensure consistency with available revenues and eligible activities;
- It provides opportunities for public participation in SRTA's planning and budgeting processes; and
- It establishes levels of direct funding support that SRTA may provide to local agency partners and other eligible sub-recipients.

SRTA Board of Directors and Member Agency Review – Regional planning priorities for FY 2021/22 were approved by the board of directors in December. Draft work element worksheets were provided to SRTA Technical Advisory Committee (TAC) members for review and presented to the board of directors in February. The final draft OWP was provided to SRTA TAC members for review on March 18, 2021, and discussed during the April 12, 2021, TAC meeting.

Interagency Review – Each year SRTA’s state and federal funding partners review and provide comments on the draft OWP. In addition to various minor edits, the following substantive changes have been made in response to their comments:

1. The ‘Information Element’ was updated, which describes Caltrans District 2’s fiscal year planning activities and objectives.
2. Discussion was added to the prospectus regarding the impact of the COVID-19 pandemic on public outreach and involvement.
3. The ‘Previous Accomplishments’ section in each work element worksheet was reviewed and updated to reflect the latest products and deliverables.
4. Several work tasks were adjusted or clarified to ensure that they are eligible activities under the selected fund source.
5. Several formula errors were corrected and several budget amounts were updated to reflect the latest available information.

Fiscal and Work Program Highlights – For FY 2021/22, the OWP budget is \$3,724,660. A complete budget breakdown, including revenues and expenditures by fund source and work element, is provided in Attachment B. Compared to the current OWP budget when originally adopted, the FY 2021/22 OWP planning budget is higher by \$639,441. Year-to-year variations such as this are due to changes in grant-funded activities. For FY 2021/22, the budget includes two large grant requests totalling \$791,818 for the North State Intercity Bus to Rail Plan (Work Element 707.10) and the State Route 273 Northern Section Comprehensive Multimodal Corridor Plan (Work Element 707.09).

Pass-through funding is budgeted in the OWP for the city of Redding’s Park Marina Corridor Plan (\$25,000, Work Element 701.13) and to support local agency participation in the State Route 273 Northern Section Comprehensive Multimodal Corridor Plan (\$58,464, Work Element 707.09). Pass through funding budgeted for the State Route 273 project is a placeholder, contingent upon SRTA being awarded a Caltrans Strategic Partnerships grant. Should SRTA’s grant application be selected for funding, staff will seek approval from the board of directors to use grant funds to support local agency participation in the planning process. Since this has not been done before (i.e., using grant funds awarded to SRTA to pay for local agency participation in a planning process) accountability levels and mechanisms will also need to be established.

Lastly, the FY 2021/22 OWP has been streamlined to eliminate non-planning activities, including non-planning projects (e.g., ShastaConnect, Salmon Runner, and Local Streets and Roads Assessment) and costs associated with capital infrastructure, transit agency operations, and SRTA office building costs. The new comprehensive budget format was approved by the board of directors in February 2021. Moving forward, the comprehensive budget will be presented to the board of directors in June of each year, followed by quarterly updates.

ALTERNATIVES:

The board of directors may modify the FY 2021/22 OWP work plan and budget, provided that such changes are consistent with project funding eligibility requirements and agreements with Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

OTHER AGENCY INVOLVEMENT:

The OWP is approved by state and federal funding partners, including Caltrans, the Federal Highway Administration, and the Federal Transit Administration. SRTA Technical Advisory Committee (TAC) members reviewed and provided comments on the final draft OWP. The TAC concurs with the staff recommendation.

FISCAL IMPACT:

SRTA's FY 2021/22 OWP budget of \$3,724,660 is within anticipated revenues. Should anticipated grant funds not be awarded or revenues decrease for any reason, the board of directors may eliminate work tasks and/or reallocate funds as desired.



Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution 21-05, Adoption of the Fiscal Year 2021/22 Overall Work Program and Budget

B: FY 2021/22 Overall Work Program is available online at:

<https://www.srta.ca.gov/DocumentCenter/View/5450/Final-Draft-FY-202122-Overall-Work-Program-vApr-14-for-adoption-on-April-27>

RESOLUTION



RESOLUTION NUMBER:	21-05
SUBJECT:	Adopt Fiscal Year 2021/22 Overall Work Program

WHEREAS, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as a condition to the allocation of federal transportation planning funds, require each Metropolitan Planning Organization (MPO) to annually develop a comprehensive Overall Work Program (OWP) as a planning, programming, and budgeting tool for the coming fiscal year; and

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

WHEREAS, SRTA developed the Fiscal Year (FY) 2021/22 OWP with work elements that have been reviewed by both state and federal funding agencies; and

WHEREAS, said OWP has been found to conform to all state and federal planning requirements and to reflect the priorities, scope of work, and level of effort required for regional transportation planning.

NOW, THEREFORE, BE IT RESOLVED that the SRTA Board of Directors:

1. Approves and adopts the FY 2021/22 Overall Work Program and budget;
2. Authorizes the executive director to make minor administrative changes and corrections as needed in response to further comments provided by approving agencies; and
3. Authorizes the executive director to sign annual certifications and assurances that all funding program requirements have been met.

PASSED AND ADOPTED this 27th day of April 2021, by the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency