

STAFF REPORT



MEETING DATE:	April 27, 2023
SUBJECT:	Approve Formal Amendment #5 to the Fiscal Year (FY) 2022/23 Overall Work Program (OWP)
AGENDA ITEM:	5-6
STAFF CONTACT:	Michael Kuker, Associate Transportation Planner Jessica Carlson, Chief Fiscal Officer

SUMMARY:

The Overall Work Program (OWP) must be amended to redistribute staff hours among work elements; adjust consultant budgets based on updated project schedules; and update revenues to reflect final estimates provided by Caltrans.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve Formal Amendment #5 to the Fiscal Year (FY) 2022/23 Overall Work Program (OWP) by authorizing the chair to sign Resolution 23-03 (Attachment A), thereby increasing SRTA's planning revenues and expenditures by \$31,997; and
2. Authorize the executive director to make administrative corrections as needed in response to the Caltrans review and approval process.

DISCUSSION:

The OWP describes the agency's planning activities for the fiscal year (July 1 through June 30). Amendments are periodically needed to reflect differences in estimated versus actual revenue and expenditures, as well as any substantive changes in work scope, timelines, and deliverables. The FY 2022/23 OWP must be amended to:

- Redistribute staff hours between work elements based on estimated to actual hours billed and anticipated work to be completed during the fourth quarter of the fiscal year (various work elements).
- Reflect board-approved, cost-of-living adjustment impact to personnel costs.
- Move remaining funds budgeted for Shasta Trunk Lines (WE 703.06) to Active Transportation Planning (WE 703.01).
- Increase budgets for Grant Writing (WE 702.03) and North State Super Region (WE 801.01) to accommodate expected expenditures before the end of the fiscal year.
- Update revenues to reflect latest estimates provided by Caltrans.

The net impact of Formal Amendment #5 to the FY 2022/23 OWP is an increase in SRTA's planning budget of \$31,997. Changes are highlighted in the OWP worksheets (Attachment B)

ALTERNATIVES:

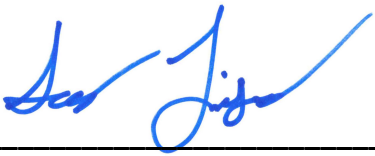
April is the final opportunity to amend the OWP before fiscal year end. Proposed amendments are necessary to ensure that SRTA has adequate funds within individual work elements for staff and consultant expenditures.

OTHER AGENCY INVOLVEMENT:

Caltrans reviews and approves all formal amendments to the OWP.

FISCAL IMPACT:

Amendment #5 to the FY 2022/23 OWP will increase SRTA's planning budget by \$31,997 for a total of \$4,572,663.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 23-03: Formal Amendment #5 to SRTA's Fiscal Year 2022/23 Overall Work Program

B: FY 2022/23 OWP Worksheets (proposed amendments highlighted)

(<https://www.srta.ca.gov/148/Overall-Work-Program>)

RESOLUTION 23-03

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY ADOPTING AMENDMENT #5 (FORMAL) TO SRТА'S FISCAL YEAR 2022/23 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, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for the Shasta County region; and

WHEREAS, SRTA maintains an annual budget, a subset of which constitutes the OWP pursuant to state and federal requirements; 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 #5 (Formal) to the FY 2022/23 OWP, thereby redistributing staff hours between work elements; adjusting consultant budgets based on updated project schedules; and updating revenues to reflect latest estimates provided by Caltrans.

BE IT FURTHER RESOLVED that the Amendment #5 (Formal) has the following net fiscal affect by fund source (subject to interagency review and administrative edits):

• FHWA Planning (PL)	-\$ 35
• Local Transportation Fund (LTF)	+\$ 21,014
• Planning Programming & Monitoring (PPM)	+\$ 8,725
• North State Super Region	+\$ 969
• Regional Early Action Plan (REAP 2.0)	+\$ 1,312

BE IT FURTHER RESOLVED that the above changes result in a new FY 2022/23 OWP planning budget of \$4,572,663 (an increase of \$31,997), which shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2 (subject to interagency review and administrative edits).

PASSED AND ADOPTED this 27th day of April 2023, by the Board of Directors of the Shasta Regional Transportation Agency.

Mark Mezzano, Chair
Shasta Regional Transportation Agency

ATTEST:

Sean Tiedgen, Executive Director
Shasta Regional Transportation Agency