

STAFF REPORT



MEETING DATE:	April 28, 2020
SUBJECT:	Approve Amendment #2 to Fiscal Year (FY) 2019/21 Overall Work Program
AGENDA ITEM:	5-8
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Amendment #2 to the FY 2019/21 OWP by authorizing the chair to sign Resolution 20-07 (Attachment A), thereby **[+/-]** the budget by \$ **[REDACTED]** for a total of \$ **[REDACTED]**.

DISCUSSION:

The OWP describes the agency's planning activities and serves as the comprehensive budget for the fiscal year (July 1 through June 30). The OWP must be amended periodically to reflect changes in estimated versus actual revenues, expenditures, workload, and timelines.

Amendment #2 to the Fiscal Year (FY) 2019/21 Overall Work Program (OWP) is needed to reallocate some staff hours among work elements. This is common at this point in the fiscal year as some work element budgets begin to get low. Consultant budgets have also been updated to reflect actual versus anticipated progress within the fiscal year, but with no changes to total project budgets.

ALTERNATIVES:

The board of directors may maintain the existing OWP budget. Staff time and other expenditures for some work elements would need to be suspended until the FY 2020/21 OWP commences on July 1, 2020.

OTHER AGENCY INVOLVEMENT:

Caltrans reviews and approves all formal amendments to the OWP.

FISCAL IMPACT:

Amendment #2 to the FY 2019/21 OWP budget reflects a **[+/-]** of \$ **[REDACTED]**. All budgets are within available revenues.

Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution 20-07: Amendment #2 to the FY 2019/20 Overall Work Program

B: Work Elements Worksheets (changes highlighted yellow) *Not available for TAC*

Attachment A



RESOLUTION

RESOLUTION NUMBER: 20-07
SUBJECT: Amendment #2 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 versus estimated revenues and expenditures require some staff hours and direct expenses to be redistributed among work elements, budgets for consultant services to be adjusted to reflect progress (with no change in respective project budgets); and

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Amendment #2 to the FY 2019/21 OWP with the following net impact:

Fund Source:	Amount:
• Federal Planning: +/-	\$__
• Federal Planning Carryover: +/- \$__	
• Federal Transit administration Section 5303: +/- \$__	
• Federal Transit administration Section 5303 Carryover: +/- \$__	
• Local Transportation Fund: +/- \$__	
• Planning Programming and Monitoring: +/- \$__	
• Other (North State Super Region): +/- \$__	
• Senate Bill 1 Formula Funds: +/- \$__	

BE IT FURTHER RESOLVED that approval of Amendment #2 impacts the FY 2019/21 comprehensive budget as follows:

Fund Source:	Amount:
• Transit and Intercity Rail Capital Program:	+/- \$__
• Local Transportation Fund: +/- \$__	

BE IT FURTHER RESOLVED that Amendment #2 results in a reduction of the FY 2019/21 OWP budget by \$_____ for a total budget of \$_____ and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 28th day of April 2020, by the Shasta Regional Transportation Agency.

Leonard Moty, Chair
Shasta Regional Transportation Agency