

STAFF REPORT



MEETING DATE:	April 27, 2021
SUBJECT:	Approve Formal Amendment #2 to Fiscal Year (FY) 2020/21 Overall Work Program (OWP)
AGENDA ITEM:	5-8
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Formal Amendment #2 to the Fiscal Year (FY) 2020/21 Overall Work Program (OWP) pursuant to Resolution 21-08 (Attachment A) to redistribute staff hours and expenses among work elements to align with work activities.

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 and expenditures as well as any changes to work tasks, products, and timelines. For Formal Amendment #2, the staff hours were redistributed among work elements to reflect the most recently estimated billings through the end of the fiscal year. Line items for consultant budgets and direct expenses were also updated to reflect anticipated invoices through the end of the fiscal year.

OTHER AGENCY INVOLVEMENT:

Caltrans reviews and approves all formal amendments to the OWP.

FISCAL IMPACT:

The net fiscal impact to the FY 2020/21 OWP planning budget is an increase of \$3,744 in Local Transportation Funds (LTF) and Planning, Programming, and Monitoring (PPM) funds. Budgeted expenditures are consistent with anticipated revenues.

A handwritten signature in blue ink that reads "Dan Little".

Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution 21-08: Formal Amendment #2 to the FY 2020/21 Overall Work Program

B: FY 2020/21 Overall Work Program Work Elements Worksheets (changes highlighted)

https://www.srta.ca.gov/DocumentCenter/View/5487/Final-Draft-FY-2021-Overall-Work-Program-FormalAmend-2_vApr14

RESOLUTION



RESOLUTION NUMBER:	21-08
SUBJECT:	Formal Amendment #2 to SRTA's Fiscal Year (FY) 2020/21 Overall Work Program (OWP)

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 Formal Amendment #2 to the FY 2020/21 OWP to redistributed staff hours among work elements and to adjust consultant and direct expenses to reflect the the latest estimated billings and invoices through the end of the fiscal year.

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

Greg Watkins, Chair
Shasta Regional Transportation Agency