

STAFF REPORT



MEETING DATE:	April 25, 2024
SUBJECT:	Approve Formal Amendment #2 to the Fiscal Year (FY) 2023/24 Overall Work Program (OWP)
AGENDA ITEM:	7-11
STAFF CONTACT:	Michael Kuker, Senior Transportation Planner

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. The annual deadline for amendments to the OWP is May 1.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve Formal Amendment #2 to the Fiscal Year (FY) 2023/24 Overall Work Program (OWP) by authorizing the chair to sign Resolution 24-04 (Attachment A), thereby decreasing SRTA's planning revenues and expenditures by \$902,234; 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 2023/24 OWP must be amended to:

- Redistribute staff hours between work elements based on estimated to actual hours billed and anticipated work to be completed through the fourth quarter of the fiscal year (various work elements);
- Revise consultant expenditures based on updated project schedules and deliverables anticipated to be complete by the end of the fiscal year; and
- Update revenues to reflect latest estimates provided by Caltrans.

The net impact of the aforementioned changes to Formal Amendment #2 of the FY 2023/24 OWP is a decrease in SRTA's planning budget of \$902,234, when compared to Amendment #1 of the FY 2023/24 OWP (approved October 26, 2023). This is primarily due to reduced consultant expenditures where projects anticipated to be underway have recently (or not yet) started and will carry over into next fiscal year, such as the Data Planning Dashboard, reduced efforts related to alternative fuels planning, and recent board actions regarding the bus to rail study. Secondly, staffing was updated to reflect delays in hiring an accounting clerk apprentice, and a vacant planner position remaining unfilled due to challenges in recruitment.

ALTERNATIVES:

The board of directors may request edits to the FY 2023/24 OWP consistent with Caltrans' Regional Planning Handbook guidelines. 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. The Technical Advisory Committee (TAC) met on April 11, 2024 to review and discuss the final FY 2023/24 OWP amendment and concurs with the staff recommendation.

FISCAL IMPACT:

Amendment #2 to the FY 2023/24 OWP will decrease SRTA's planning budget by \$902,234 to a total of \$4,796,014, compared to Amendment #1 of the FY 2023/24 OWP. Unused federal and state planning funds will carryover over into the next fiscal year.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 24-04: Formal Amendment #2 to SRTA's Fiscal Year 2023/24 Overall Work Program

B: FY 2023/24 OWP Worksheets (<https://www.srta.ca.gov/148/Overall-Work-Program>)

RESOLUTION 24-04

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY ADOPTING AMENDMENT #2 (FORMAL) TO SRTA'S FISCAL YEAR 2023/24 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; 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 by the Board of the Directors of the Shasta Regional Transportation Agency that SRTA hereby approves Amendment #2 (Formal) to the fiscal year (FY) 2023/24 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 #2 (Formal) has the following net fiscal affect by fund source (subject to interagency review and administrative edits):

• Local Transportation Fund (LTF)	-\$215,626
• Planning Programming & Monitoring (PPM)	-\$67,205
• North State Super Region (NSSR)	-\$1,399
• State Planning and Research Grants (SPR)	-\$27,885
• 5304 Strategic Partnerships	-\$160,275
• Regional Early Action Planning (REAP) 2.0	-\$10,405
• SB 125 TIRCP/ZETCP	-\$10,829

BE IT FURTHER RESOLVED that the above changes result in a new FY 2023/24 OWP planning budget of \$4,796,014 (a decrease of \$902,234), 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 25th day of April, 2024, by the Board of Directors of the Shasta Regional Transportation Agency.

Mark Mezzano, Chair
Shasta Regional Transportation Agency

ATTEST:

Sean Tiedgen, AICP, Executive Director
Shasta Regional Transportation Agency