

STAFF REPORT



MEETING DATE:	April 30, 2026
SUBJECT:	Adopt Resolution 26-03 to Approve Amendment 4 (Formal) to the Fiscal Year 2025/26 Overall Work Program (OWP)
AGENDA ITEM:	7-7
STAFF CONTACT:	Michael Kuker, CNU-A, 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, 2026.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Adopt Resolution 26-04, thereby approving Amendment 4 (Formal) of the Fiscal Year (FY) 2025/26 Overall Work Program (OWP), decreasing SRTA's planning revenues and expenditures by \$36,989, and establishing an updated planning budget of \$3,790,593 (Attachment A); and
2. Authorize the executive director to make minor 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 2025/26 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 Formal Amendment 4 to FY 2025/26 OWP is a decrease in SRTA's planning budget of \$36,989, when compared to Amendment 3 of the FY 2025/26 OWP (approved October 30, 2025). This is primarily due to adjustments in staff time and consultant work expected to be completed.

ALTERNATIVES:

The board of directors may request edits to the FY 2025/26 OWP consistent with Caltrans' Regional Planning Handbook guidelines. The April SRTA Board of Directors meeting is the final opportunity to amend the FY 2025/26 OWP before the fiscal year end. Proposed amendments are necessary to ensure 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, administers formula and competitive state and federal planning funds provided to regional agencies, and approves SRTA's Indirect Cost Allocation Plan (ICAP) rate. The Technical Advisory Committee (TAC) met on April 15, 2026, to review and discuss the amendment.

FISCAL IMPACT:

Amendment 4 (Formal) to the FY 2025/26 OWP decreases SRTA's planning budget by \$36,989 (from \$3,827,582 to \$3,780,593), compared to Amendment 3. Unused federal and state planning funds will carry over into the next year.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 26-04: Amendment 4 (Formal) to SRTA's Fiscal Year 2025/26 Overall Work Program

B: Fiscal Year 2025/26 Overall Work Program Work Elements (As Amended)
<https://www.srta.ca.gov/DocumentCenter/View/9818>

RESOLUTION 26-04

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY APPROVING AMENDMENT 4 (FORMAL) TO SRTA'S FISCAL YEAR 2025/26 OVERALL WORK PROGRAM



WHEREAS, Metropolitan Planning Organizations (MPOs) 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 the Board of the Directors of the Shasta Regional Transportation Agency hereby approves Amendment 4 (Formal) to the FY 2025/26 OWP, thereby:

1. Redistributing staff hours between work elements; and
2. Adjusting consultant budgets based on updated project schedules; and
3. Updating revenues to reflect latest estimates provided by Caltrans.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Shasta Regional Transportation Agency that Amendment 4 (Formal) has the following net fiscal effect by fund source (subject to interagency review and administrative amendments):

Fund Source	Amount (\$)
Increasing	
Local Transportation Fund (LTF)	59,236
Total Increasing:	
Decreasing	
Planning, Performance, and Monitoring (PPM)	(62,767)
North State Super Region (NSSR)	(509)
Non-Motorized Program	(10,000)
Regional Early Action Planning (REAP) 2.0	(8,773)
SB 125 ZECTP PTA	(14,174)
Total Decreasing:	
Net Fiscal Impact:	(36,989)

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Shasta Regional Transportation Agency that:

1. The above changes result in a new FY 2025/26 OWP planning budget of \$3,790,593 (a decrease of \$36,989), which shall be considered final and in full force and effective upon acceptance and approval thereof by Caltrans District 2 (subject to interagency review and administrative edits); and
2. The executive director is authorized to make administrative corrections as needed in response to Caltrans' review and approval process.

PASSED AND ADOPTED this 30th day of April 2026, by the Board of Directors of the Shasta Regional Transportation Agency.

Kevin Crye, Chair
Shasta Regional Transportation Agency

ATTEST:

Sean Tiedgen, AICP, Executive Director
Shasta Regional Transportation Agency