STAFF REPORT

MEETING DATE:	**October 10, 2017**
SUBJECT:	**Approve Amendment #2 to SRTA's Fiscal Year 2017/18 Budget and Overall Work Program**
AGENDA ITEM:	**5-6**
STAFF CONTACT:	**Sean Tiedgen, AICP, Senior Transportation Planner**

SUMMARY:

An amendment to SRTA's fiscal year (FY) 2017/18 budget and Overall Work Program (OWP) is needed to reflect changes requested by Caltrans, increased funding for environmental work related to the 2018 Regional Transportation Plan, changes in revenues sources for various work elements, and updated expenditures for the Sunday Transit Service project and the cities of Redding and Shasta Lake projects.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Amendment #2 to SRTA's FY 2017/18 budget and Overall Work Program pursuant to Resolution 17-12 (Attachment A), thereby increasing SRTA's comprehensive FY 2017/18 budget by $18,452, for a total of $13,697,861.

DISCUSSION:

SRTA's budget and Overall Work Program (OWP) must be amended to update several work element budgets. Changes are provided in full detail via Attachment B and summarized below in Table 1.

Table 1: Summary of FY 2017/18 OWP Amendment #2

#	Work Element	Original Consultant Budget	New Consultant Budget	Budget impact
701.01	Regional Transportation Plan	$35,000	**$68,601**	**+$33,601**
702.04	Sustainable Development Incentive Program	$175,000	**$75,000**	**-$100,000**
703.04	GoShasta Active Transportation Plan	$66,000	-	**$0**
703.04b	GoShasta Active Transportation Plan (grant funds)	-	**$66,000**	
706.08	Sunday Transit Service Demonstration Project	$30,000	**$49,320**	**+$19,320**
901.01	Hilltop Drive Corridor Signal Optimization Study	$15,000	**$37,227**	**+$22,227**
902.01	Cascade Blvd. Sustainable Development Assessment	$45,000	**$80,000**	**+$35,000**
902.02	Micro-transit Analysis & Recommendations	$27,500	**$35,804**	**+$8,304**
			Combined Budget Impact:	**+$18,452**

With regard to the Regional Transportation Plan (Work Element 701.01), $35,000 was originally budgeted for an initial study of environmental impacts consistent with a minor update. After discussions with the consultant on a growing list of items that the 2018 Regional Transportation Plan must address, it was determined that a more comprehensive Supplemental Environmental Impact Report is necessary. The proposed amendment adds an additional $33,601 in federal planning (FHWA PL) funds for the expanded scope of work, for a total consultant budget of $68,601. Whereas the board of directors previously authorized a consultant contract amount of up to $75,000 for environmental support services, a contract amendment is not necessary.

With regard to the Sustainable Development Incentive program (Work Element 702.04). An abbreviated scope of work is being recommended that would be beneficial to all developers in the Redding strategic growth area (SGA) that may wish to submit an Affordable Housing and Sustainable Communities Program grant application. See agenda item 10 for more information. Local Transportation Funds have been exchanged with FHWA PL carryover funds and the consultant budget has been reduced by $100,000, resulting in a net budget of $75,000.

With regard to the GoShasta Active Transportation Plan (Work Element 703.04), Caltrans Headquarters requested that SRTA separate grant funds from other funds being used for the project. A new sub-task work element (703.04b) has been added for this purpose. There is no change in the budget amount.

Project budgets for the city of Redding (Work Element 901.01), the city of Shasta Lake (Work Element 902.01 and 902.02), and the Sunday Transit Service project (Work Element 706.08) have been updated to account for estimated funds not spent from the prior fiscal year due to updated project schedules. The net effect is an increase of $84,851 in FHWA PL carryover funds.

After review of amendment #1 to the FY 2017/18 budget and OWP, Caltrans provided comments and asked SRTA to incorporate them into our next amendment. First, Caltrans requested that SRTA program the minimum anticipated allocation of FHWA PL funds for FY 2017/18. Secondly, Caltrans requested SRTA further identify how the agency would spend down FHWA PL carryover funds. Amendment #2 added $19,500 in FHWA PL funds to Goods & Freight Coordination (Work Element 707.04) and exchanges $129,762 of Planning Programming and Monitoring funds in Active Transportation Planning (Work Element 703.01) and Goods & Freight Coordination (Work Element 707.04) with FHWA PL carryover funds to meet these requests.

ALTERNATIVES:

The board of directors may modify Amendment #2 to the SRTA FY 2017/18 budget, provided that such changes are consistent with project funding eligibility requirements and agreements with Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

OTHER AGENCY INVOLVEMENT:

Caltrans District 2, the Federal Highway Administration, and the Federal Transit Administration approve OWP amendments. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FINANCING:

Amendment #2 reflects an increase of $18,452 to SRTA's FY 2017/18 budget. The comprehensive budget now totals $13,697,861. The FY 2017/18 OWP budget now totals $3,560,228. Funding increases are within SRTA's estimated grant revenues for fiscal years 2017/18 and 2018/19. Funding changes are summarized in Resolution 17-12 (Attachment A) and highlighted in yellow in Attachments B and C.

Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution Number 17-12: Amendment #2 to SRTA's Fiscal Year 2017/18 Budget and OWP

B: Amended OWP Budget Worksheets (changes in yellow) are available online at: http://www.srta.ca.gov/DocumentCenter/View/3805

C: Amended SRTA Comprehensive Fiscal Year 2017/18 Budget (changes in yellow)

Attachment A

RESOLUTION

RESOLUTION NUMBER:	**17-12**
SUBJECT:	**Amendment #2 to SRTA's Fiscal Year 2017/18 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, Amendment #2 reflects Caltrans' request to separate out grant funds from all other funds for the GoShasta project (Work Element 703.04) by creating a new sub-task work element (703.04b) resulting in a net increase of $20,000 in Local Transportation Funds; and

WHEREAS, Amendment #2 reflects remaining consultant balances for the Sunday Service Transit project (Work Element 706.08) resulting in an increase of $19,320 in Local Transpiration Funds for this work element; and

WHEREAS, Amendment #2 results in a change in estimated revenue and expenses due to increased costs for environmental support services for SRTA's 2018 Regional Transportation Plan (Work Element 701.01), resulting in a net increase of $33,601 of FHWA planning funds for this work element; and

WHEREAS, Amendment #2 results in a change in estimated revenue and expenses due to a withdrawal of consultant requests for assistance and a change in scope of work for the Sustainable Development Incentive Program (Work Element 702.04), resulting in a net decrease of $175,000 in Local Transportation Funds and net increase of $75,000 of FHWA carryover planning funds for this work element; and

WHEREAS, Amendment #2 reflects updated fund balances for local city planning projects awarded through SRTA's OWP, resulting in a net increase of $45,531 in FHWA planning funds; and

WHEREAS, Amendment #2 reflects an exchange of $129,762 in Planning Programming and Monitoring funds with FHWA Planning funds to meet Caltrans' request to program the minimum anticipated allocation of FHWA planning funds for FY 2017/18 and to further spend down FHWA Carryover Planning funds; and

WHEREAS, other minor narrative clarifications have been made to various work elements to ensure consistency with expected project outcomes.

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Amendment #2 to the FY 2017/18 OWP, for a net increase of $18,452, to coincide with the most current projected expenditures and revenues with the following changes by fund source:

Fund Source:		Amount:
• Federal Planning:		$53,101
• Federal Planning Carryover:		$230,793
• Planning Programming and Monitoring:		-$129,762
• Local Transportation Fund:		-$135,680
	Total:	$18,452

BE IT FURTHER RESOLVED that Amendment #2 results in a total FY 2017/18 OWP budget of $3,560,228 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

BE IT FURTHER RESOLVED that Amendment #2 results in a net increase of $18,452 in both revenue and expenses to SRTA's FY 2017/18 comprehensive budget, resulting in a final budget of $13,697,861.

PASSED AND ADOPTED this 10th day of October, 2017, by the Shasta Regional Transportation Agency.

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Greg Watkins, Chair
Shasta Regional Transportation Agency

Attachment C

Shasta Regional Transportation Agency

Profit & Loss Budget Overview

July 2017 through June 2018

Amendment #2

	Amended #1	Change	Amended #2
Ordinary Income/Expense			
Income			
41100 · Federal Highway Administration	1,117,299.00	283,894.00	1,401,193.00
41300 · Planning, Program. and Monit	347,008.00	(129,762.00)	217,246.00
41500 · Federal Transit Administration	533,735.00		533,735.00
42100 · Local Transportation Fund	7,046,736.00		7,046,736.00
42200 · State Transit Assistance Fund	667,441.00		667,441.00
42650 · Exchange Funds	1,639,011.00		1,639,011.00
42710 · TDA Administration	516,565.00	(135,680.00)	380,885.00
42725 · Non-Motorized	518,512.00		518,512.00
42770 · LCTOP	85,000.00		85,000.00
42800 · Safe Routes to Schools	181,318.00		181,318.00
42840. · GoShasta-ATP Cycle 2	46,000.00		46,000.00
42840. · STPG	223,203.00		223,203.00
42860 · RCEA	2,000.00		2,000.00
42910 · Shasta College	2,000.00		2,000.00
42920 · Super Region Fees	8,647.00		8,647.00
42980 · CTSA Revenue	331,707.00		331,707.00
43100 · Interest Income	0.00		0.00
43300 · Rental Income			0.00
43310 · Rental Income- Suite 101	51,276.00		51,276.00
43320 · Rental Income- Suite 201	11,280.00		11,280.00
43350 · Vacancy Loss	0.00		0.00
Total 43300 · Rental Income	62,556.00		62,556.00
43400 · LTF Rent Subsidy	0.00		0.00
Total Income	13,328,738.00		13,347,190.00
Gross Profit	**13,328,738.00**		**13,347,190.00**
Expense			
51000 · Personnel - Other	1,024,264.00		1,024,264.00
Total 51000 · Personnel	1,024,264.00		1,024,264.00
55000 · Consultants			
55010 · City of Redding on OWP	55,000.00		55,000.00
55015 · City of Shasta Lake on OWP	72,500.00		72,500.00
55058 · Shasta County Mental Health-ATP	170,000.00		170,000.00
55070 · Shasta College	2,000.00		2,000.00
55100 · Civic Plus	4,450.00		4,450.00
55120 · Interwest	20,000.00		20,000.00
55122 · Toole Design	66,000.00		66,000.00
55160 · Consultant- Non Motor	518,512.00		518,512.00
55205 · Consultant LCTOP	85,000.00		85,000.00
55000 · Consultants - Other	1,107,840.00	18,452.00	1,126,292.00
Total 55000 · Consultants	2,101,302.00		2,119,754.00

Amendment #2	Amended #1	Change	Amended #2
60100 · Advertising	1,000.00		1,000.00
60250 · Books and Educational materials	1,000.00		1,000.00
Total 60300 · Communication	9,200.00		9,200.00
Total 60350 · Computer Support	22,200.00		22,200.00
60400 · Conferences	4,000.00		4,000.00
60500 · Depreciation-Building	71,000.00		71,000.00
60510 · Depreciation-Equipment	1,300.00		1,300.00
60600 · Dues and Supscriptions	8,500.00		8,500.00
60700 · Education and Training	1,000.00		1,000.00
Total 61000 · Insurance	11,500.00		11,500.00
Total 61670 · Interest	26,000.00		26,000.00
61690 · Licenses	17,500.00		17,500.00
61700 · Meetings	1,000.00		1,000.00
62000 · Postage	2,000.00		2,000.00
Total 63000 · Professional Services	57,438.00		57,438.00
63900 · Public Notice	500.00		500.00
Total 65000 · Repairs and Maintenance	23,300.00		23,300.00
65400 · Security	5,000.00		5,000.00
65450 · Software	8,000.00		8,000.00
Total 65500 · Supplies	56,851.00		56,851.00
65600 · Taxes-Property	900.00		900.00
66900 · Reconciliation Discrepancies	0.00		0.00
Total 67000 · Travel	4,000.00		4,000.00
Total 68000 · Utilities	16,000.00		16,000.00
69000 · Payments to Cities and Counties			
69100 · City of Redding			
69110 · RABA-STA	471,215.00		471,215.00
69120 · Local Transportation Fund	33,861.00		33,861.00
69130 · Exchange Funds	1,173,065.00		1,173,065.00
69470 · LTF for RABA	2,935,924.00		2,935,924.00
Total 69100 · City of Redding	4,614,065.00		4,614,065.00
69200 · City of Anderson			
69220 · Local Transportation Fund	295,495.00		295,495.00
69230 · Exchange Funds	135,225.00		135,225.00
69250 · STA Payments	63,676.00		63,676.00
69270 · LTF for RABA	66,642.00		66,642.00
Total 69200 · City of Anderson	561,038.00		561,038.00
69300 · City of Shasta Lake			
69320 · Local Transportation Fund	288,844.00		288,844.00
69330 · Exchange Funds	134,397.00		134,397.00
69340 · STA Payments	64,194.00		64,194.00
69370 · LTF for RABA	71,593.00		71,593.00
Total 69300 · City of Shasta Lake	559,028.00		559,028.00

Amendment #2	Amended #1	Change	Amended #2
69400 · County of Shasta			
69420 · Local Transportation Funds	2,506,105.00		2,506,105.00
· STA Payments	68,355.00		68,355.00
69430 · Exchange Funds	196,324.00		196,324.00
Total 69400 · County of Shasta	2,770,784.00		2,770,784.00
Total 69000 · Payments to Cities and Counties	8,504,915.00		8,504,915.00
69600 · Shasta Snr Nutr. - LTF/TDA	331,707.00		331,707.00
69910 · Payments to SRTA for 2% Bike &	133,721.00		133,721.00
69920 · Payments to SRTA Under TDA	516,565.00		516,565.00
	143,815.00		143,815.00
69940 · Non-motorized Payments to SRTA	114,766.00		114,766.00
69950 · Payments to SRTA for CTSA	331,707.00		331,707.00
70000 · Indirect Cost Allocation			
70100 · Indirect Cost Allocation	0.00		0.00
Total 70000 · Indirect Cost Allocation	0.00		0.00
Total Expense	13,551,951.00		13,570,403.00
Net Ordinary Income	(223,213.00)		(223,213.00)
Other Income/Expense			
Other Income			
80100 · Transfers In	0.00		0.00
80200 · Transfers Out	0.00		0.00
90003 · Use of Money and Property	184,283.00		184,283.00
Total Other Income	184,283.00		184,283.00
Other Expense			
91009 · IT Support	22,000.00		22,000.00
91011 · Equipment	26,200.00		26,200.00
91013 · Furniture	30,000.00		30,000.00
92001 · Principal Payments	106,083.00		106,083.00
Total Other Expense	184,283.00		184,283.00
Net Other Income	0.00		0.00
Net Income	(223,213.00)		(223,213.00)