

STAFF REPORT



MEETING DATE:	April 23, 2019
SUBJECT:	Review and Approve Amendment #5 to SRTA's Fiscal Year 2018/19 Budget and Overall Work Program
AGENDA ITEM:	5-7
STAFF CONTACT:	Sean Tiedgen, AICP, Senior Transportation Planner

SUMMARY:

An amendment to SRTA's fiscal year (FY) 2018/19 budget and Overall Work Program (OWP) is needed to reflect increased allocations in FY 2018/19 federal grant funds and minor updates based on project schedules.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Amendment #5 to SRTA's FY 2018/19 budget and Overall Work Program pursuant to Resolution 19-07 (Attachment A), thereby increasing SRTA's FY 2018/19 budget by \$85,334 for a total of \$16,082,146.

DISCUSSION:

SRTA's budget and Overall Work Program (OWP) must be amended periodically to reflect changes in grant funding and workload. Approval of the attached amendment is needed to reflect increases in SRTA's FY 2018/19 allocation of federal planning funds and to make several updates to planning projects, of which key changes are summarized below.

Increased Federal Planning Funds – SRTA received notification from Caltrans on March 27, 2019, that the final allocations of FY 2018/19 Federal Highway Administration planning (FHWA PL) funds and Federal Transit Administration (FTA 5303) planning funds are \$22,997 higher for SRTA than previously estimated and requests SRTA update our Overall Work Program to reflect these increased amounts. Various work elements were updated to account for the increase in planning funds and required matching funds.

Transportation Data Collection – The consultant is moving very efficiently to create a baseline dataset of traffic counts for the new regional traffic data collection program, resulting in more working being completed sooner than estimated. Budget estimates have been increased by \$14,480.

Sunday Transit – Adjustments were made to reflect hours toward planning activities for the Sunday Transit Demonstration Project. This resulted in a reduction of \$61,157 towards Local Transportation Funds and a corresponding increase in federal planning funds.

Pass through Funds – Federal planning funds were provided to the city of Redding in FY 2017/18 for their Downtown Parking Study. Invoices for the project were less than estimated in FY 2017/18 and the balance of funds is rolled over to reflect remaining funds, resulting in a \$20,000 budget increase.

Other Work Elements – Various other work elements were updated to reflect minor changes in the allocation of staff hours and consultant budgets among work elements. Increased staff hours on some work elements were offset by reduced staff hours in other work elements. Overall, consultant costs were reduced based on updated project schedules.

ALTERNATIVES:

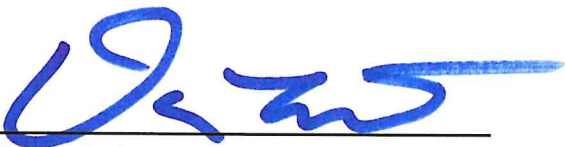
The board of directors may modify Amendment #5 to SRTA's FY 2018/19 budget, provided that such changes are consistent with project funding eligibility requirements.

OTHER AGENCY INVOLVEMENT:

OWP amendments require approval by Caltrans District 2, the Federal Highway Administration, and the Federal Transit Administration. Caltrans District 2 staff have reviewed the updated OWP worksheets. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FISCAL IMPACT:

Amendment #5 increases SRTA's FY 2018/19 budget by \$85,334, for a total of \$16,082,146. This reflects an increase of \$35,295 to SRTA's revenues and expenditures for planning activities due to an increased allocation of federal planning funds, and minor adjustments to other work activities. Changes are summarized in Resolution 19-07 (Attachment A) and highlighted in yellow in Attachments B and C.



Daniel S. Little, AICP, Executive Director

Attachments:

- A: Resolution Number 19-07: Amendment #5 to SRTA's Fiscal Year 2018/19 Budget and OWP
- B: Amended OWP Budget Worksheets (changes in yellow) are available online at:
<http://www.srta.ca.gov/148/Overall-Work-Program>
- C: Amended SRTA Comprehensive Fiscal Year 2018/19 Budget

RESOLUTION



RESOLUTION NUMBER:	19-07
SUBJECT:	Amendment #5 to SRTA's Fiscal Year 2018/19 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, Caltrans received and approved four previous amendments; and

WHEREAS, Amendment #5 reflects increased allocations of federal planning funds, increases in pass through funds to the city of Redding, adjustments to staff and consultant budget, and 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 #5 to the FY 2018/19 OWP, for a net increase of \$35,295, to coincide with the most current projected expenditures and revenues with the following changes by fund source:

<u>Fund Source:</u>	<u>Amount:</u>
• Federal Planning	+\$18,369
• Federal Planning Carryover	+\$65,160
• FTA 5303	+\$4,628
• FTA 5303 Carryover	(\$4,461)
• Local Transportation Fund (TDA)	(\$50,030)
• Planning Programming and Monitoring (PPM)	+\$2,209
• Other – Various transit grant sources	(\$11)
• TIRCP	(\$562)
• <u>Safe Routes to school</u>	<u>(\$7)</u>
Total: +\$35,295	

BE IT FURTHER RESOLVED that Amendment #5 results in a net increase of \$85,334 in both revenue and expenses to SRTA's FY 2018/19 comprehensive budget, resulting in a final budget of \$16,082,146.

BE IT FURTHER RESOLVED that Amendment #5 results in a total FY 2018/19 OWP budget of \$3,147,480 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 23rd day of April 2019, by the Shasta Regional Transportation Agency.

Kristen Schreder, Chair

Shasta Regional Transportation Agency

Attachment C

Shasta Regional Transportation Agency
Comprehensive Budget
July 1, 2018-June 30, 2019

	Amend #4	Change	Amend #5	STA	LTF	Loan	Suite 201	Suite 101	MPO
Ordinary Income/Expense									
Income									
41100 · Federal Highway Administration	1,006,453.33	83,529.60	1,089,982.93						1,089,982.93
41300 · Planning, Program. and Monit	195,640.86	2,209.42	197,850.28						197,850.28
41500 · Federal Transit Administration	80,155.03	167.61	80,322.64						80,322.64
41501 · Federal Transit Administration 5304	350,000.00	0.00	350,000.00						350,000.00
41942 * State of Good Repair	235,099.00	0.00	235,099.00						235,099.00
41950 · SPR	27,489.00	0.00	27,489.00						27,489.00
41960 * SB 1	167,765.00	0.00	167,765.00						167,765.00
41965 * TIRCP	146,310.03	(561.83)	145,748.19						145,748.19
42100 · Local Transportation Fund	6,659,886.00	0.00	6,659,886.00		6,659,886.00				0.00
42101 · CTSA Revenue DHCL	363,013.00	0.00	363,013.00		363,013.00				0.00
42200 · State Transit Assistance Fund	1,398,439.00	0.00	1,398,439.00	1,398,439.00					0.00
42650 * RSTP	3,416,446.00	0.00	3,416,446.00						3,416,446.00
42710 · TDA Administration	564,269.00	0.00	564,269.00		564,269.00				0.00
42747 · Non-Motorized 2017-18	142,923.00	0.00	142,923.00		142,923.00				0.00
42768 · 2% Bike & Ped 2017-18	148,168.00	0.00	148,168.00		148,168.00				0.00
42800 · Safe Routes to Schools	171,887.00	0.00	171,887.00						171,887.00
42840. · GoShasta-ATP Cycle 2	0.00	0.00	0.00						0.00
42860 · RCEA	1,000.00	0.00	1,000.00						1,000.00
42910 · Shasta College	2,500.00	0.00	2,500.00						2,500.00
42920 · Super Region Fees	3,386.77	(11.09)	3,375.68						3,375.68
LCTOP	231,865.00	0.00	231,865.00						231,865.00
Other	50,000.00	0.00	50,000.00						50,000.00
Vacancy Loss	(22,117.50)	0.00	(22,117.50)					(22,117.50)	0.00
43310 · Rental Income- Suite 101	36,862.50	0.00	36,862.50					36,862.50	0.00
43320 · Rental Income- Suite 201	11,964.00	0.00	11,964.00				11,964.00	0.00	0.00
Total 43300 · Rental Income	26,709.00	0.00	26,709.00	0.00	0.00	0.00	11,964.00	14,745.00	0.00
Total Income	15,389,404.02	85,333.72	15,474,737.73	1,398,439.00	7,878,259.00	0.00	11,964.00	14,745.00	6,171,330.73
Gross Profit	15,389,404.02	85,333.72	15,474,737.73	1,398,439.00	7,878,259.00	0.00	11,964.00	14,745.00	6,171,330.73

	Amend #4	Change	Amend #5	STA	LTF	Loan	201	101	MPO
Expense									
51000 · Personnel	1,114,462.00	212,671.00	1,327,133.00						1,327,133.00
Total 51000 · Personnel	1,114,462.00	212,671.00	1,327,133.00	0.00	0.00	0.00	0.00	0.00	1,327,133.00
55000 · Consultants		0.00							
Total 55000 · Consultants	1,094,872.00	(125,005.00)	969,867.00	0.00	0.00	0.00	0.00	0.00	969,867.00
60100 · Advertising	1,300.00	0.00	1,300.00						1,300.00
60200 · Bank Charges	240.00	0.00	240.00						240.00
60250 · Books and Educational materials	1,000.00	0.00	1,000.00						1,000.00
60300 · Communication		0.00							
60310 · Cell Phone	3,500.00	0.00	3,500.00						3,500.00
60320 · Internet	1,800.00	0.00	1,800.00						1,800.00
60330 · Telephone	5,700.00	0.00	5,700.00						5,700.00
60340 · Elevator	700.00	0.00	700.00				560.00	140.00	0.00
Total 60300 · Communication	11,700.00	0.00	11,700.00	0.00	0.00	0.00	560.00	140.00	11,000.00
60350 · Computer Support		0.00							
60355 · T/S in Scope		0.00							0.00
60357 · TS-Out of Scope		0.00							0.00
60360 · Hosted Backup (Axcient)		0.00							0.00
60365 · MxLogic		0.00							0.00
60370 · Annual Web Hosting		0.00							0.00
60390 · Warranties		0.00							0.00
60395 · ESET Protection		0.00							0.00
60397 · Office 365 Agreement		0.00							0.00
60350 · Computer Support - Other		0.00							0.00
Total 60350 · Computer Support	34,500.00	0.00	34,500.00	0.00	0.00	0.00	0.00	0.00	34,500.00
60400 · Conferences	4,000.00	0.00	4,000.00						4,000.00
60450 · Deductible- Insurance	0.00	0.00	0.00						0.00
60500 · Depreciation-Building	67,300.00	0.00	67,300.00				18,400.00	4,600.00	44,300.00
60510 · Depreciation-Equipment	6,300.00	0.00	6,300.00						6,300.00
60550 · Drug Testing	0.00	0.00	0.00						0.00
60600 · Dues and Supscriptions	8,500.00	0.00	8,500.00						8,500.00
60700 · Education and Training	1,000.00	0.00	1,000.00						1,000.00
61000 · Insurance		0.00							
61400 · Fidelity	1,000.00	0.00	1,000.00						1,000.00
61500 · Liability	5,000.00	0.00	5,000.00						5,000.00
61600 · Property	4,500.00	0.00	4,500.00				1,040.00	260.00	3,200.00
61610 · Guardian Invoice Adm Fee		0.00							0.00
61620 · CalPers Invoice Adm Fee		0.00							0.00
61630 · Benefit Administration Fee		0.00							0.00
Total 61000 · Insurance	10,500.00	0.00	10,500.00	0.00	0.00	0.00	1,040.00	260.00	9,200.00

	Amend #4	Change	Amend #5	STA	LTF	Loan	201	101	MPO
61670 · Interest		0.00							0.00
61675 · Suite 201	4,000.00	0.00	4,000.00				4,000.00		0.00
61680 · Suite 202	20,800.00	0.00	20,800.00						20,800.00
Total 61670 · Interest	24,800.00	0.00	24,800.00	0.00	0.00	0.00	4,000.00	0.00	20,800.00
61690 · Licenses	19,500.00	0.00	19,500.00						19,500.00
61700 · Meetings	1,000.00	0.00	1,000.00						1,000.00
62000 · Postage	2,000.00	0.00	2,000.00						2,000.00
62500 · Printing		0.00							0.00
63000 · Professional Services		0.00							
63200 · Auditing	20,400.00	0.00	20,400.00						20,400.00
63300 · Legal	8,000.00	0.00	8,000.00						8,000.00
63500 · EAP Services		0.00							0.00
63600 · FSA Administration		0.00							0.00
63700 · Actuary	12,500.00	0.00	12,500.00						12,500.00
66100 · Human Resources-Teamwork	18,180.00	168.00	18,348.00						18,348.00
63000 · Professional Services - Other		0.00							0.00
Total 63000 · Professional Services	59,080.00	168.00	59,248.00	0.00	0.00	0.00	0.00	0.00	59,248.00
63850 · Property Management Expense		0.00							0.00
63900 · Public Notice	500.00	0.00	500.00						500.00
65000 · Repairs and Maintenance		0.00							
65100 · Building	5,400.00	0.00	5,400.00				2,160.00	540.00	2,700.00
65200 · Equipment	1,000.00	0.00	1,000.00						1,000.00
65300 · Janitorial	10,700.00	0.00	10,700.00				2,160.00	540.00	8,000.00
65350 · Copier	6,000.00	0.00	6,000.00						6,000.00
65360 · Elevator	1,300.00	0.00	1,300.00				800.00	200.00	300.00
65370 · Landscape	3,000.00	0.00	3,000.00				1,200.00	300.00	1,500.00
Total 65000 · Repairs and Maintenance	27,400.00	0.00	27,400.00	0.00	0.00	0.00	6,320.00	1,580.00	19,500.00
65400 · Security	5,700.00	0.00	5,700.00				1,200.00	500.00	4,000.00
65450 · Software	8,000.00	0.00	8,000.00						8,000.00
65500 · Supplies		0.00							0.00
65520 · Office	14,000.00	0.00	14,000.00						14,000.00
65530 · Small Equipment	10,000.00	0.00	10,000.00						10,000.00
Supplies Other - Per OWP	34,750.00	(2,500.00)	32,250.00						32,250.00
Total 65500 · Supplies	58,750.00	(2,500.00)	56,250.00	0.00	0.00	0.00	0.00	0.00	56,250.00
65600 · Taxes-Property	900.00	0.00	900.00				640.00	160.00	100.00
Total 67000 · Travel	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00

	Amend #4	Change	Amend #5	STA	LTF	Loan	201	101	MPO
68000 · Utilities									0.00
68100 · Electric	9,550.00	0.00	9,550.00				920.00	230.00	8,400.00
68200 · Natural Gas	1,100.00	0.00	1,100.00				320.00	80.00	700.00
68300 · Sewer	450.00	0.00	450.00				120.00	30.00	300.00
68400 · Water	450.00	0.00	450.00				120.00	30.00	300.00
68500 · Garbage	850.00	0.00	850.00				120.00	30.00	700.00
Total 68000 · Utilities	12,400.00	0.00	12,400.00	0.00	0.00	0.00	1,600.00	400.00	10,400.00
69000 · Payments to Cities and Counties		0.00							0.00
69100 · City of Redding		0.00							0.00
69110 · RABA-STA	963,463.11	0.00	963,463.11	963,463.11					0.00
69120 · Local Transportation Fund	758,573.75	0.00	758,573.75		758,573.75				0.00
69130 · Exchange Funds	2,428,392.00	0.00	2,428,392.00						2,428,392.00
69470 · LTF for RABA	2,584,359.00	0.00	2,584,359.00		2,584,359.00				0.00
Total 69100 · City of Redding	6,734,787.86	0.00	6,734,787.86	963,463.11	3,342,932.75	0.00	0.00	0.00	2,428,392.00
69200 · City of Anderson		0.00							0.00
69220 · Local Transportation Fund	347,872.96	0.00	347,872.96		347,872.96				0.00
69230 · Exchange Funds	276,248.00	0.00	276,248.00						276,248.00
69250 · STA Payments	110,995.75	0.00	110,995.75	110,995.75					0.00
69270 · LTF for RABA	35,110.79	0.00	35,110.79		35,110.79				0.00
Total 69200 · City of Anderson	770,227.50	0.00	770,227.50	110,995.75	382,983.75	0.00	0.00	0.00	276,248.00
69300 · City of Shasta Lake		0.00							0.00
69320 · Local Transportation Fund	334,293.85	0.00	334,293.85		334,293.85				0.00
69330 · Exchange Funds	273,771.00	0.00	273,771.00						273,771.00
69340 · STA Payments	109,305.16	0.00	109,305.16	109,305.16					0.00
69370 · LTF for RABA	42,689.87	0.00	42,689.87		42,689.87				0.00
Total 69300 · City of Shasta Lake	760,059.88	0.00	760,059.88	109,305.16	376,983.72	0.00	0.00	0.00	273,771.00

	Amend #4	Change	Amend #5	STA	LTF	Loan	201	101	MPO
69400 · County of Shasta		0.00							0.00
69420 · Local Transportation Funds	2,556,984.94	0.00	2,556,984.94		2,556,984.94				0.00
69430 · Exchange Funds	438,035.00	0.00	438,035.00						438,035.00
69480 · STA Payments	214,674.23	0.00	214,674.23	214,674.23					0.00
Total 69400 · County of Shasta	3,209,694.17	0.00	3,209,694.17	214,674.23	2,556,984.94	0.00	0.00	0.00	438,035.00
Total 69000 · Payments to Cities and Counties	11,474,769.41	0.00	11,474,769.41	1,398,438.25	6,659,885.16	0.00	0.00	0.00	3,416,446.00
69910 · Payments to SRTA for 2% Bike &	148,168.48	0.00	148,168.48		148,168.48				0.00
69920 · Payments to SRTA Under TDA/Tran Out	0.00	0.00	0.00		0.00				0.00
69940 · Non-motorized Payments to SRTA	142,923.49	0.00	142,923.49		142,923.49				0.00
69950 · Payments to SRTA for CTSA	363,013.00	0.00	363,013.00		363,013.00				0.00
70100 · Indirect Cost Allocation	562,959.00	0.00	562,959.00						562,959.00
Total 70000 · Indirect Cost Allocation	562,959.00	0.00	562,959.00	0.00	0.00	0.00	0.00	0.00	562,959.00
Total Expense	15,272,537.38	85,334.00	15,357,871.38	1,398,438.25	7,313,990.13	0.00	33,760.00	7,640.00	6,604,043.00
Net Ordinary Income	116,866.64	(0.28)	116,866.35	0.75	564,268.87	0.00	(21,796.00)	7,105.00	(432,712.27)
Other Income/Expense		0.00							0.00
Other Income		0.00							0.00
90003 · Use of Money and Property	57,336.00	0.00	57,336.00			57,336.00			0.00
80200 · Transfers In	564,269.00	0.00	564,269.00						564,269.00
80200 · Transfers Out	(564,269.00)	0.00	(564,269.00)	0.00	(564,269.00)	0.00	0.00	0.00	0.00
Total Other Income	57,336.00	0.00	57,336.00	0.00	(564,269.00)	57,336.00	0.00	0.00	564,269.00
Other Expense									
Total Other Expense	57,336.00	0.00	57,336.00	0.00	0.00	0.00	0.00	57,336.00	0.00
Net Other Income	57,336.00	0.00	57,336.00	0.00	(564,269.00)	57,336.00	0.00	0.00	564,269.00
Net Income	297,971.64	(0.28)	174,202.35	0.75	(0.13)	57,336.00	(21,796.00)	7,105.00	131,556.73