

STAFF REPORT



MEETING DATE:	September 26, 2024
SUBJECT:	Receive SRTA Comprehensive Budget Report for Fiscal Year-End 2023/24
AGENDA ITEM:	7-6
STAFF CONTACT:	Jessica Carlson, Chief Fiscal Officer

SUMMARY:

SRTA's year-end comprehensive budget for Fiscal Year 2023/24 has been prepared. SRTA received 119 percent of its budgeted revenues at the year-end and spent 65 percent of its budgeted expenditures.

STAFF RECOMMENDATION:

It is recommended that the board of directors receive the SRTA Comprehensive Budget Report for the Fiscal Year-End 2023/24 (July 1, 2023, through June 30, 2024).

DISCUSSION:

Generally accepted auditing standards require that the board of directors receive interim and year-end financial information to assess agency operations. Staff prepared a budget-versus-actual financial report for fiscal year-end 2023/24. This report consolidates the agency's activities into three categories:

- **General Building and Rental** – Includes rental incomes and expenses and the current building improvement contracts.
- **Capital and Transit Operations** – Includes revenues and expenditures for streets and roads allocations, transit operations and capital programs, and active transportation projects.
- **Planning** – Includes planning revenues and expenditures broken down by:
 - Overall Work Program (OWP) work element;
 - Fund source; and
 - Budget category (i.e., personnel, consultants, and services and supplies).

For Fiscal Year (FY) 2023/24, SRTA received 119 percent of its budgeted revenues at the year-end and spent 65 percent of its estimated expenditures. Amendment #2 (Formal) to the FY 2023/24 OWP, approved [April 25, 2024](https://www.srta.ca.gov/DocumentCenter/View/9399/7-11-OWP-Amend-2) (available at <https://www.srta.ca.gov/DocumentCenter/View/9399/7-11-OWP-Amend-2>), adjusted budgeted revenues and expenditures to ensure adequate funds for all work elements. Caltrans requires all new planning grant awards and their required matching funds to be programmed into the current OWP, regardless of expected spending for the fiscal year. This Caltrans requirement inflates the budget and results in the actual expenditures for the period to be relatively low (52 percent for planning expenditures) after the final April OWP budget amendment. Unused funds are carried over into the next fiscal year and adjusted based on anticipated staff and consultant workload.

Notable highlights in this budget report are:

- The third quarter reimbursement request was approved and paid May 24, 2024, and is included in this report. The fourth quarter request was approved and paid August 15, 2024; the accrued revenue has been included in this report for a comprehensive analysis of the 2023/24 fiscal year's performance.
- Regional Early Action Planning (REAP) 2.0 funds were reduced by 2.63 percent by the California legislature and Governor, in the final FY 2023/24 state budget, and projects have been reduced proportionately. The revised use of funds has been approved by the California Department of Housing and Community Development (HCD) and SRTA is making required updates to the Sub-Recipient Cooperative Agreements (SCA). After the agreements have been executed, SRTA will receive and disburse funds. REAP 2.0 administrative costs incurred after July 1, 2021, have been retro-actively approved for reimbursement by the program, up to the revised budget amount of \$109,254.27. An advance of \$453,049 was received from HCD in November 2023. SRTA's administrative costs as of December 31, 2023, were \$48,903.83 and reimbursed from this advance.
- An approval letter for Senate Bill (SB) 125 transit operation, capital, and planning funds was received from the California State Transportation Agency (CalSTA) on July 8, 2024. A partial disbursement of \$10,416,707 was received by SRTA on August 27, 2024. These funds were deposited into four separate accounts for each of the funding sources, which is required by the program. Newly updated guidelines are being drafted by CalSTA and are expected to be released by the end of September 2024. SCAs have been drafted for sub-recipients (agenda item #7-9, today) with approved projects, in compliance with updated guidelines. After the agreements have been executed, SRTA will receive and process sub-recipient invoices and disburse funds.
- Planning funds are fully programmed by grant award, regardless of annual estimated expenditures. Unused funds are carried over into the next fiscal year. This results in a low budget to actual figure (52 percent this fiscal year).
- Actual figures are unaudited and can be subject to future adjustments.

ALTERNATIVES:

The board of directors may suggest specific modifications to how and what information should be presented.

FISCAL IMPACT:

There is no net fiscal impact associated with the board's receipt of this item.



Jennifer Pollom, AICP, Senior Transportation Planner

Attachment: Comprehensive Budget Report for the Fiscal Year-End 2023/24

SRTA Comprehensive Budget Fiscal Year 2023/24
Year-End Budget to Actual Report (July 1, 2023, to June 30, 2024)

CASH BALANCES as of June 2024

Umpqua Building Loan Balance
\$469,862.00

Umpqua	
Operating Account:	4,756,081
Building Reserve Fund (for contracted repairs):	162,202
Planning Reserve Account:	94,210
Non-Motorized Program:	2,084,112
CTSA Reserve:	91,312
Low Carbon Transit Operations Program (LCTOP):	345,277
State of Good Repair (SGR):	1,023,228
North State Super Region (NSSR):	18,593
Five Star	
TDA Loan Fund:	280,572
Regional Surface Transportation Program (RSTP):	4,069,973
Regional Early Action Plan (REAP) 2.0:	411,414
STA Reserve for Regional Projects:	100,954
Funds held with County Treasurer	
State Transit Assistance (STA):	900,948
State Transit Assistance (STA) Reserve:	1,202,095
Local Transportation Funds (LTF):	1,018,602
16,559,572	Total Cash Assets

*Opened February 2024 after receipt of advanced funds
 *Opened April 2024

ANTICIPATED REVENUES

	FY 2023/24 Budget	FY 2023/24 Actual Revenues	% of Approved Budget
General Building and Rental	57,296	62,295	109%
Capital and Transit Operations	15,586,194	20,590,212	132%
Planning	5,701,146	4,682,553	82%
TOTAL REVENUES	21,344,636	25,335,060	119%

ANTICIPATED EXPENDITURES

	FY 2023/24 Budget	FY 2023/24 Actual Expenses	% of Approved Budget
General Building and Rental	391,492	236,916	61%
Capital and Transit Operations	19,680,996	13,315,702	68%
Planning	5,015,978	2,630,885	52%
TOTAL EXPENDITURES	25,088,466	16,183,503	65%

Revenue Detail

	FY 2023/24 Budget	FY 2023/24 Actual Revenues	Notes / % of approved budget
General Building and Rental			
Total Rental Fund	57,296	62,295	Rents and Shared Costs (not budgeted); Suite 201 lease amendment effective November 1, 2023.
General Building and Rental	57,296	62,295	109%
Capital-Transit Operations			
<i>Transit and Intercity Rail Capital Program (TIRCP, SB125)</i>	9,423,391	0	<i>These capital programs are awaiting final awards and executed sub-cooperative agreements with sub-recipients. These recent estimates are not included in the revenue total, and are shown for informational purposes at this time. SB125 Transit Operation and Capital Funds (TIRCP/ZETCP) have been approved by CalSTA. The REAP 2.0 budget cuts have been applied by HCD, and budgeted proportionately to each sub-recipient.</i>
<i>Zero-Emission Transit Capital Program (ZETCP, SB125)</i>	993,316	0	
<i>Regional Early Action Plan (REAP 2.0)</i>	2,006,319	0	
Total Low Carbon Transit Operations Program (LCTOP)	326,572	326,572	All LCTOP projects through FY 2021/22 funding year have been fully expended and closed
Total Local Transportation Fund (LTF) for Sub Recipients	9,458,399	10,602,015	RABA + CTSA + Local Streets and Roads; TDA Budget versus actual allocations received from State Controller Office (SCO)
Non-Motorized Program	599,819	599,820	Non-Motorized Program is funded through the TDA Budget, per Board policy
Regional Surface Transportation Program (RSTP)	2,292,252	5,512,148	Budget is FY 23/24 funds received 5/15/2024, Revenue are funds available for approved projects
State of Good Repair (SGR)	574,583	1,293,385	Budget includes FY 22/23 funds received in FY 23/24, Revenue are funds available for approved projects
State Transit Assistance (STA)	2,334,569	2,256,272	Budget from August estimates from SCO. Q4 payment not paid as of this report, therefore not included
Capital and Transit Operations	15,586,194	20,590,212	132%
Planning			
Federal Highway Administration (FHWA)	1,178,236	1,066,266	Does not include matching toll credits
Federal Transportation Administration (FTA) 5303	95,146	95,146	Does not include matching toll credits
Strategic Partnerships Transit - FTA 5304	253,212	31,355	North State Intercity Bus to Rail
SRTA Local Transportation Fund (LTF)	925,150	964,052	TDA budget for SRTA planning, administration. Actual revenue is income recorded when deferred LTF funds are used
Planning, Programming, and Monitoring	57,000	371,805	Budget is FY 23/24 funds received January 2024. Actuals are all PPM funds available for approved projects
North State Super Region	7,615	0	Membership dues of \$1,000 per agency invoiced August 2024
SB1 Formula Funding	468,800	313,836	See planning expenses by work element below for project details
Sustainable Communities Discretionary (Competitive) FTA 5304	500,000	40,568	Shasta Regional Planning Dashboard, New, Caltrans requires full programming on the OWP
State Highway Account (SHA)	129,327	0	Pit River Tribe Long Range Transit Plan (707.11), no spending reported to date
Strategic Partnerships - FHWA	777,496	414,852	State Route 273 Corridor Plan, includes SRTA and Caltrans portions of the SPR grant
Non-Motorized Program - On OWP	159,168	113,342	Consultant expenses
Regional Early Action Plan (REAP) 2.0 Administration	31,257	48,904	Advance \$453,049 received January 2024. Revenue is reimbursed SRTA admin costs from July 1, 2022 to December 31, 2023
SB125 TIRCP/ZETCP Administration	68,963	0	Admin of 5% allowed, a maximum of \$215,348 for SRTA. \$10,416,717 in FY 23/24 funds received August 2024.
Indirect Cost Allocation	1,049,776	1,222,424	FY 2023/24 ICAP Rate approved 5/15/2023 at 201.99%, budget from OWP indirect salaries, benefits, and costs
Planning	5,701,146	4,682,553	82%
TOTAL REVENUES	21,344,636	25,335,060	119%

Expense Detail

	FY 2023/24 Budget	FY 2023/24 Actual Expenses	Notes / % of approved budget
General Building and Rental			
Building Loan Principal Payment	59,582	59,582	Building Loan Balance: \$469,862
Building Repairs and Maintenance - Proposed Projects	331,910	177,334	NMR (engineer) and G&S Construction, Project near completion as of September 2024
Suite 100 HVAC repair/replacement and Installation		<i>in progress</i>	
Parking lot repairs, resurfacing, and striping		<i>complete</i>	
Replace interior doors with fire and safety compliant doors		<i>complete</i>	
General Building and Rental	391,492	236,916	61%
Capital-Transit Operations			
Transportation Development Act (TDA) Loan Fund	57,336	59,582	Annual payment to the TDA Loan fund for funds borrowed by SRTA, paid before FY-end
TDA Payments			
Redding Area Bus Authority (RABA)			
RABA - State Transit Assistance (STA) Funds	2,380,424	1,785,318	Q4 payment not paid as of this report, therefore not included
RABA - Local Transportation Funds (LTF)	1,734,875	1,734,876	
<i>Total RABA</i>	<i>4,115,299</i>	<i>3,520,194</i>	
City of Anderson - Streets and Roads	560,083	560,085	
City of Redding - Streets and Roads	2,816,884	2,816,886	
City of Shasta Lake - Streets and Roads	483,259	483,258	
County of Shasta - Streets and Roads	3,404,646	3,404,646	
CTSA - Dignity Health (DHCL)	458,652	458,649	
<i>Total TDA Payments</i>	<i>11,838,823</i>	<i>11,243,718</i>	
State Transit Assistance (STA) Reserve Payments	230,138	249,488	Q4 payment not paid as of this report, therefore not included
State Transit Assistance (STA) Reserve Funded Requests	290,000	90,000	RABA's Veterans Affairs Route 15 (\$90,000), Van Pool (\$100,000), Bike Share (\$25,000), Transit Marketing (\$75,000)
Non-Motorized Program	599,820	599,820	
Total Allocation Payments	12,668,781	12,093,026	SRTA LTF for Admin included in Planning activity category below
Subrecipient Payments			
State of Good Repair (SGR), Section 99313	865,215	19,906	Includes remaining unused funds from prior years and FY 23/24 SGR received to date. Expenses are for invoices paid to date.
RABA Fiscal Year 2023/24 Approved Projects	249,465		Equipment for Bus Shelters and FY 23/24 Maintenance and Supplies
DHCL Fiscal Year 2023/24 Approved Projects	30,000		Security Equipment for Fleet Maintenance and Storage Yard
Low Carbon Transit Operations Program (LCTOP), Section 99313	577,516	399,565	Includes remaining unused funds from prior years and FY 22/23 LCTOP funds received to date
RABA Fiscal Year 2022/23 Proposed Projects	89,078		RABA Zero Emission Van Modernization, Local Match
DHCL Fiscal Year 2022/23 Proposed Projects	376,985		Shasta Connect Sunday Expansion and CTSA Expanded Service
Regional Surface Transportation Program (RSTP)	5,512,148	743,623	Budget is available balance on approved projects 2018-2024 funds; expenses are invoices paid in FY 23/24
City of Anderson 2023/24 Projects	174,376		Pavement Repair
City of Redding 2023/24 Projects	1,587,982		Street Maintenance
City of Shasta Lake 2023/24 Projects	175,465		Street Maintenance
County of Shasta 2023/24 Projects	456,619		Intermountain Area Overlay, invoice received December 2023, paid January 2024
Transit and Intercity Rail Capital Program (TIRCP)	0	0	These capital programs are awaiting final awards and executed sub-cooperative agreements with sub-recipients. These recent estimates are not included in the revenue total, and are shown for informational purposes at this time. SB125 Transit Operation and Capital Funds (TIRCP/ZETCP) have been approved by CalSTA. The REAP 2.0 budget cuts have been applied by HCD, and budgeted proportionately to each sub-recipient.
Zero-Emission Transit Capital Program (ZETCP)	0	0	
Regional Early Action Plan (REAP 2.0)	0	0	
Capital and Transit Operations	19,680,996	13,315,702	68%

Expense Detail Cont'd

	FY 2023/24 Budget	FY 2023/24 Actual Expenses	Notes / % of approved budget
Planning Expenses			Current OWP: Fiscal Year 2023/24, Formal Amendment #2, approved 4/25/2024
			Planning funds are fully programmed by grant award, regardless of annual estimated expenditures. Unused funds are carried over into the next fiscal year.
Expenses by Work Element			All work elements include indirect cost allocations
701.01 Development of Regional Transportation Plan (RTP)	403,915	293,927	
701.03 Performance Measures	34,561	34,301	
701.09 Air Quality	6,864	6,329	
701.11 Regional Traffic Data Collection	29,334	28,665	
701.15 Sustainable Community Strategies (SCS) Dev 21/22	318,139	207,043	Coordinated Transportation Plan
701.16 Sustainable Community Strategies (SCS) Dev 22/23	521,526	271,772	Low-Stress Shasta, formally work element 703.07
701.17 Sustainable Community Strategies (SCS) Dev 23/24	187,789	12,749	Regional Transit Planning
702.01 Transportation Improvement Program (TIPS)	172,406	151,678	
702.02 Overall Work Program (OWP) Development	215,336	127,940	
702.03 Grant Writing and Technical Assistance	8,442	17,192	
703.01 Active Transportation Planning	387,159	243,807	
703.01(CS) Active Transportation Planning - Complete Streets	20,344	20,344	2.5% of all FHWA planning funds need to be dedicated to complete streets projects
703.07 Low-Stress Shasta	0	0	Moved to 701.16
704.01 Public Information and Participation	109,854	75,904	
705.02 GIS Applications	41,223	15,101	
705.05 Regional Travel Demand Model	108,485	103,900	
705.06 Shasta Regional Planning Dashboard	564,780	45,824	New Work Element; work began in Q3
706.02 Public Transportation Planning and Coordination	163,372	182,333	
706.06 Greenhouse Gas (GHG) Reduction Fund Programs	5,785	2,508	
707.01 Corridor Studies and Project Review	10,287	8,986	
707.03 Alternative Fuels Vehicle Planning	86,243	77,620	
707.04 Goods & Freight Coordination and Planning	6,665	6,469	
707.09A SR273 Northern Section Multimodal Corridor Plan	540,612	167,940	SRTA portion of the grant
707.09B SR273 Southern Section Multimodal Corridor Plan	342,227	274,605	Caltrans portion of the grant expired June 2024; Consultant expenses reimbursed by SRTA invoice to Caltrans.
707.10 North State Intercity Bus to Rail Plan	286,018	35,418	RFP prepared. Consultant work began in Q3
707.11 Pit River Tribe Long Range Transportation Plan	148,626	0	No SRTA funds or staff time committed to this project. Administrative only
707.12 Regional Early Action Planning (REAP) 2.0	31,257	15,236	Governor cut funding, regional project budgets reduced proportionately; total SRTA admin set-aside is now \$109,254.27
708.03 Transportation Development Act (TDA) Management	100,440	92,235	SSTAC, Unmet transit needs report, TDA Budget, etc.
708.04 Transit and CTSA Administration	87,711	58,312	
801.01 North State Super Region (NSSR)	7,615	4,084	Staff time and indirect costs to administrate NSSR meetings and collaboration
801.02 SB125 TIRCP/ZETCP Administration	68,963	48,663	Staff time and indirect costs to administrate SB125 regional program
Total Expenses by Work Element	5,015,978	2,630,885	52%

Expense Detail Cont'd

	FY 2023/24 Budget	FY 2023/24 Actual Expenses	Notes / % of approved budget
Planning Expenses by Fund Source			All funding sources include indirect cost estimates and exclude matching toll credits, if applicable Final OWP amendment approved April 25, 2024. Budget includes any carryover funds from previous FYs
Federal Highway Administration (FHWA)	1,178,236	1,066,266	
Federal Transportation Administration (FTA) 5303	95,146	95,146	
Strategic Partnership Transit - FTA 5304 (FY 2021/22)	253,212	31,355	North State Intercity Bus to Rail (707.10)
SRTA Local Transportation Fund (LTF)	925,150	730,101	SRTA Administration on OWP for local match
Planning, Programming, and Monitoring	402,309	140,968	PPM Administration on OWP for Low Stress Shasta and SR 273 Multimodal Corridor Plan local match funds
North State Super Region (NSSR)	7,615	4,084	SRTA administration of NSSR regional coordination
SB1 Formula Funding	468,800	313,836	Coordinated Transportation Plan (701.15), Low-Stress Shasta SCS Implementation Project (701.16), and Regional Transit Planning (701.17)
Sustainable Communities - FTA 5304 (FY 2023/24)	500,000	40,568	Shasta Regional Planning Dashboard (705.06), Caltrans requires full programming, remaining funds carryover to FY 2024/25
State Highway Account (SHA)	129,327	0	Pit River Tribe Long Range Transit Plan, no expenses reported to date
Strategic Partnerships - State Route 273 Corridor Plan	777,496	414,852	SRTA and Caltrans portions of the SPR grant. Caltrans grant expired June 30, 2024
Non-Motorized Program - On OWP	159,168	113,342	Consultant expenses for Low-Stress Shasta
Regional Early Action Plan (REAP 2.0)	31,257	18,194	Governor cut funding, regional project budgets reduced proportionately; total SRTA admin set-aside is now \$109,254.27
Total Expenses by Fund Source	4,927,716	2,968,715	60%
Indirect Costs for Reimbursement	1,049,776	877,592	84%
Salaries and Benefits	1,574,753	605,050	38%
Consultants	2,017,080	1,250,287	62%
Direct Costs for Support Services, Conferences, Marketing, etc.	286,107	115,382	40%
TOTAL EXPENDITURES	25,088,466	16,183,503	65%