STAFF REPORT

MEETING DATE:	**February 23, 2021**
SUBJECT:	**Accept SRTA Comprehensive Budget Report for the Second Quarter of Fiscal Year 2020/21**
AGENDA ITEM:	**8-4**
STAFF CONTACT:	**Jessica Carlson, Chief Fiscal Officer**

SUMMARY:

A new format for presenting the agency's comprehensive budget (attached) has been developed to update the board of directors throughout the fiscal year.

STAFF RECOMMENDATION:

It is recommended that the board of directors accept the SRTA Comprehensive Budget Report through the Second Quarter of Fiscal Year 2020/21 (October 1, 2020 through December 31, 2020).

DISCUSSION:

Generally accepted auditing standards require that the board of directors receive interim and year-end financial information to assess agency operations. Staff prepared budget-versus-actual financial reports for fiscal year 2020/21 through December 31, 2020.

A new comprehensive budget format has been developed that consolidates the agency's activities into three categories: General Building and Rental; Capital and Transit Operations; and Planning. Staff will continue to fine tune the reporting format throughout the fiscal year and intends to present a new comprehensive budget format for fiscal year 2021/22 in June.

ALTERNATIVES:

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

Dan Little

Daniel Little, AICP, Executive Director

Attachment: FY 2020/21 Comprehensive Budget Report, 2nd Quarter

SRTA Comprehensive 2020-21 Budget and Quarter 2 Activities

Summary of Fiscal Year Activities to Date (July 1, 2020 - December 31, 2020)

CASH BALANCES

Operating Account:	809,755	
TDA Loan Fund (Five Star):	201,026	
Building Reserve Fund (for contracted repairs):	608,577	
Planning Reserve Account:	9,195	
Low Carbon Transit Operations Program (LCTOP):	780,007	
Non-Motorized Program:	1,890,134	
Regional Surface Transportation Program (RSTP, Five Star):	4,048,374	
State of Good Repair (SGR):	476,032	
State Transit Assistance (STA):	401,894	*Held in the County Treasury
Local Transportation Funds (LTF):	3,233,261	December Disbursements ($734,340) not completed by 12/31. *Held in the County Treasury
	12,458,256	**Total Cash on Hand, December 2020**

Umpqua Building Loan Balance

$695,370.25

REVENUES

	20/21 Budget	Q1 Revenues	Q2 Revenues	Current % of Annual Budget
General Building and Rental	712,153	1	697,773	98%
Capital and Transit Operations	11,091,033	2,573,175	4,664,199	65%
Planning	1,760,956	530,460	128,516	37%
TOTAL REVENUES	13,564,142	3,103,636	5,490,488	63%

EXPENDITURES

	20/21 Budget	Q1 Expenses	Q2 Expenses	Current % of Annual Budget	
General Building and Rental	1,097,010	81,923	201,590	26%	*includes indirect expenses
Capital and Transit Operations	11,772,250	1,773,546	2,761,516	39%	
Planning	1,672,388	340,439	203,874	33%	
TOTAL EXPENDITURES	14,541,648	2,195,908	3,166,979	37%	

SRTA Comprehensive 2020-21 Budget and Quarter 2 Activities

Revenue Detail

	20/21 Budget	Q1 Revenues	Q2 Revenues	Notes
General Building and Rental				
Construction Loan from TDA Loan Fund	696,120	0	696,120	$696,120 transferred 11/2020 to Construction Project Acct.
Indirect Cost Detail 700.99		1	1	
Total Rental Fund	16,033	0	1,652	Lease agreements 2020-21
Interest Income	0			
General Building and Rental	**712,153**	**1**	**697,773**	
Capital and Transit Operations				
Loan Fund		2,286	750	
TDA Bike & Ped	149,465	113,284	38,101	
Total LCTOP 2020-21	150,000	44,222	311	
Total LTF for subrecipients	6,617,554	2,264,322	2,256,047	
Non-Motorized Program	187,314	140,487	46,829	
RSTP	1,975,119	8,427	1,978,074	
State of Good Repair 2020-21	553,511	147	147	
State Transit Assistance (922)	1,320,655	0	343,940	Q1 2019/20 disbursement made 11/2020 from County
TIRCP Salmon Runner Grant (2018-23)	137,415	0	0	
Capital and Transit Operations	**11,091,033**	**2,573,175**	**4,664,199**	
Planning				
Total FHWA	360,248	204,138	0	
Total FHWA Carryover	88,981	20,953	0	
Total FTA 5303	40,502	38,055	0	
FTA 5304				
703.05 FTA 5304 Sustainable Sha	50,000	57,649	0	
703.06 FTA 5304 Shasta Trunk Li	292,273	0	0	
Total 5304	342,273	57,649	0	
Total SRTA LTF	521,399	192,774	128,516	
Total PPM	146,000	0	0	
Total SB 1	261,554	16,892	0	
Indirect Cost Allocation (95.23%)				Rate approved 11/2020
Total Planning	**1,760,956**	**530,460**	**128,516**	
TOTAL REVENUE	**13,564,142**	**3,103,636**	**5,490,488**	

SRTA Comprehensive 2020-21 Budget and Quarter 2 Activities

Expenditure Detail

	20/21 Budget	Q1 Expenses	Q2 Expenses	Notes
General Building and Rental				
Construction Contract: G&S Const.	696,120			
Indirect Cost Detail 700.99	400,890	52,613	166,231	Indirect expenses allocated quarterly
Indirect Cost PTO 700.98		26,576	32,175	
Rental Fund				
Rental- Suite 201 - Pro-rata share of Maintenance		633	1,101	
Rental -Suite 101 - Pro-rata share of Maintenance		2,101	2,083	
Total Rental Fund		2,734	3,184	
General Building and Rental	**1,097,010**	**81,923**	**201,590**	
Capital-Transit Operations				
TIRCP Salmon Runner Grant 2018-23	137,415	0	0	
TDA Allocation Payments to Jurisdictions				
Redding Area Bus Authority (RABA)				
RABA - State Transit Assistance (STA) Funds	*1,255,181*	0	313,795	Q1 2019/20 disbursement made 11/2020 from County
RABA - Local Transportation Funds	*1,108,042*	369,348	246,232	
RABA - Subrecipient Payments - SGR, LCTOP	163,320	41,335	47,136	
Total RABA	***2,526,543***	***410,683***	***607,163***	
City of Redding - Streets and Roads	3,074,212	540,000	180,000	
City of Anderson - Streets and Roads	511,181	78,076	18,968	
City of Shasta Lake - Streets and Roads	516,677	25,723	18,000	
County of Shasta - Streets and Roads	2,449,621	582,897	175,000	
Total TDA Payments to Cities and Counties	***9,078,234***	***1,637,379***	***999,131***	
CTSA - Dignity Health (DHCL)	408,504	136,167	45,389	
Total Allocation Payments to Jurisdictions	**9,486,738**	**1,773,546**	**1,044,520**	
TDA Admin	521,399	87,468	51,739	
Total LCTOP	150,000	55,821	83,388	
Bike and Pedestrian Funds	149,465	0	0	
Non-Motorized Program	187,314	23,942	141,664	
RSTP	2,148,097	0	1,716,996	COR and SLC invoices paid November
State of Good Repair	277,350	0	0	
State Transit Assistance (922) Reserve	287,724	0	71,931	Q1 2019/20 disbursement made 11/2020 from County
Total Capital-Transit Operations	**11,772,250**	**1,773,546**	**2,761,516**	

Expenditure Detail Cont'd

	20/21 Budget	Q1 Expenses	Q2 Expenses	Notes
Planning				
Expenditure by Work Element				
701.01 Dev Regional Transportation Plan	121,906	6,244	8,583	
701.03 Performance Measures	9,833	1,526	4,053	
701.09 Air Quality	5,080	466	0	
701.11 Traffic Data Collec	48,354	98	1,354	
701.12 Sustainable Community Strategies (SCS) Imp	256,624	57,391	73,347	
701.13 Sustainable Community Strategies (SCS) Dev 19/20	56,589	608	(51,381)	
701.14 Sustainable Community Strategies (SCS) Dev 20/21	187,008	815	1,073	
702.01 Transportation Improvement Prog	89,934	7,375	4,877	
702.02 OWP Development	167,626	23,834	22,491	
702.03 Grant Writing	46,165	5,264	3,693	
703.01 Non-Motorized	48,903	44,217	36,858	staff hours will be reclassed to 703.05 for project closeout
703.05 Sustainable Shasta	89,043	27,712	2,966	
703.06 Shasta Trunk Lines	663,062	0	0	
704.01 Public Information	274,433	12,512	11,087	
705.02 GIS Applications	41,890	5,908	5,095	
705.05 Regional Travel Demand Model	79,020	2,572	927	
706.02 Transit Planning	232,902	62,887	39,544	
706.06 Greenhouse Gas	27,998	7,636	2,429	
706.09 TIRCP NS Intercity	274,830	3,025	4,652	
707.01 CorridorStudy/Revi	21,211	5,057	2,090	
707.02 Safe Routes to School	0	283	0	Final Invoice staff time
707.03 Alternative Fuels Planning	35,779	2,165	2,103	
707.04 Goods & Freight	12,485	515	1,969	
707.08 Shasta Ready	284,651	13,185	15,645	
708.03 Management of TDA	126,546	2,712	4,280	
708.04 Transit & CTSA Adm	32,453	5,918	3,812	
801.01 Super Region	2,921	0	716	Indirect cost allocation and staff travel
Total Work Element Split	**3,237,246**	**299,923**	**202,261**	

Expenditure Detail Cont'd

	20/21 Budget	Q1 Expenses	Q2 Expenses	Notes
Planning				
Expenditure by Fund Source				
Total FHWA	360,247	101,763	81,748	
Total FHWA Carryover	88,981	4,594	170	
Total FTA 5303	79,754	13,269	14,249	
Total FTA 5304	342,273	0	0	
Total LTF	257,754	128,531	62,376	
Total Other	138,876	3,308	5,368	TIRCP and Safe Routes to School
Total PPM	142,951	38,573	18,522	
Total SB 1	261,554	50,402	21,441	
Total Planning	**1,672,388**	**340,439**	**203,874**	
Salaries and Benefits Portion of Budget	*921,403*			*Direct Salaries and HR Costs*
Consultants Portion of Budget	*1,660,852*			
Support Services, Conferences, Marketing, etc. Portion of Budget	*794,775*			*Indirect costs, software, other services and supplies*
TOTAL EXPENDITURES	**14,541,648**	**2,195,908**	**3,166,979**	