STAFF REPORT

MEETING DATE:	**June 23, 2020**
SUBJECT:	**Approve Fiscal Year 2020/21 Transportation Development Act Budget**
AGENDA ITEM:	**8**
STAFF CONTACTS:	**Jennifer Pollom, Senior Transportation Planner** **Kathy Urlie, Senior Transportation Planner**

SUMMARY:

SRTA prepared a Transportation Development Act (TDA) budget for public transportation and other eligible uses. As the regional administrator for TDA funds, SRTA is responsible for determining the appropriate use of funds in accordance with statutorily-defined and Board of Directors priorities. Funding is apportioned to each jurisdiction via the annual claims process. The total Fiscal Year (FY) 2020/21 TDA budget, including state and federal transit grants, is $15,475,670. As part of the TDA budget, SRTA is also recommending approval of the 2020/21 budget with Dignity Healthy Connected Living.

STAFF RECOMMENDATIONS:

It is recommended that the board of directors:

1. Approve the FY 2020/21 TDA Budget of Apportionments and Transit Obligations (Attachment A);
2. Approve payment instructions to the Shasta County Auditor-Controller (Attachment B);
3. Approve the 2020/21 Budget for Dignity Health Connected Living (Attachment C); and
4. Authorize the executive director to make minor administrative adjustments to the above budgets and allocation instructions.

DISCUSSION:

Background - TDA provides two major sources of funding for public transportation: State Transit Assistance (STA) and Local Transportation Funds (LTF). Funding may be utilized for the following statutorily-defined and board priorities:

1. SRTA expenses to manage TDA and perform other regional transportation agency mandates;
2. 2% of the remaining LTF balance for pedestrian and bicycle facilities;
3. 5% of the remaining LTF balance for transit services provided by the Consolidated Transportation Services Agency (CTSA), Dignity Health Connected Living;
4. Public transit services managed by the city of Redding and Shasta County for administration of RABA and Burney Express;
5. Other eligible transportation uses, including improvements to local streets;
6. Additional non-motorized funds derived from excess county transit funds; and
7. Excess transit funds not used by the cities of Shasta Lake and Anderson are held in an STA reserve.

Each year, as a recipient of TDA funds, SRTA conducts the unmet transit needs process. The findings from the FY 2020/21 Unmet Transit Needs Cycle were approved by the board of directors at the April board meeting, and the corresponding TDA budget, is summarized in Table 1 and recommended for approval by the board of directors.

FY 2020/21 TDA Budget – The FY 2020/21 TDA budget (Attachment A) includes transit claims from each jurisdiction (based on the '80/20' transit service hour and population distribution formula) with the remaining balance allocated to local streets and roads or other eligible uses.

The TDA budget in Table 1 includes only LTF and STA revenues. Other revenue from state and federal transit grants, not included in the table, increases the total TDA budget to $15,475,670 (Attachment A).

Table 1 - FY 2020/21 TDA Budget Summary

TDA Funding Claim	SRTA	Regional Reserves	CTSA (DHCL)	Anderson	Redding	Shasta Lake	County	Regional Total
SRTA Admin	781,516							**781,516**
2% Ped/Bike	149,465							**149,465**
5% CTSA		78,764	329,740					**408,504**
County STA Spillover to Non-motorized	187,314							**187,314**
Spillover to Cities & STA Reserve		287,724			222,511			**510,235**
Public Transit				3,873	1,461,440	0	0	**1,465,313**
RABA Admin					675,400			**675,400**
Local Streets & Roads				546,293	4,080,297	559,361	2,449,621	**7,635,571**
TOTAL	**1,118,295**	**366,488**	**329,740**	**550,166**	**6,439,647**	**559,360**	**2,449,621**	**11,813,318**

Notable items in the current year include:

- STA and LTF 2020/21 estimates were reduced by 20% to account for anticipated COVID-19 decreases in revenue projections. Even with the 20% reduction, there is a 37% increase in streets and roads funding compared to FY 2019/20. There are several reasons for the increase.
  - RABA was overpaid $1,083,880 in LTF in the true-up year (2018/19) (see below).
  - RABA and the county are recipients of The Coronavirus Aid, Relief, and Economic Security (CARES) Act, adding $$1,489,231 and $505,232 respectively in 2020/21 (see below).

- RABA was overpaid $1,083,880 in LTF in 2018/19 for anticipated transit obligations. RABA will need to pay trued-up amounts to the cities for their streets and roads budgets.
  - Anderson – $35,122
  - Redding – $1,006,084
  - Shasta Lake – $ 42,684

The RABA Comprehensive Annual Financial Report for 2018/19 shows $861,069 overpaid to RABA. SRTA staff will work with RABA to identify discrepancies between the true-up and their financial report to determine final payment amounts and the method of repayment.

- For the second time in the TDA budget process, there is spillover from Anderson and Shasta Lake, in addition to the county STA spillover. During the 2020/21 budget year, Anderson and Shasta Lake have more transit funds available than they are obligated to use. The extra funds are being set aside per SRTA TDA policy into a STA reserve account.

- RABA and the county are recipients of The Coronavirus Aid, Relief, and Economic Security (CARES) Act, totaling $5.025 million and $505,232, respectively. The 2020/21 TDA budget includes $1,489,231 of RABA's CARES Act funding and $505,232 of the county's CARES Act. Dignity Health Connected Living is not a recipient of relief funding, and STA reserve funds will likely be needed in the future to support their transit budget.

- SRTA administration includes $111,840 carryover from the 2018/19 true-up, which is needed by SRTA to pay the 1255 East Street downstairs loan. The loan is typically paid from rental income, and there has not been tenant since February 2019.

As required by TDA law, this budget funds all reasonable to meet transit services, as identified through the FY 2020/21 Unmet Transit Needs Findings approved by the board of directors at the April 2020 meeting. The budget does not include the Whiskeytown Beach Bus service which could resume in the spring of 2021. STA reserve funds could be used to restart the service with board approval. It is recommended that the board of directors authorize the Shasta County Auditor-Controller to disburse funds in accordance with FY 2020/21 Payment Instructions (Attachment B).

FY 2020/21 Dignity Healthy Connected Living (DHCL) Services Budget – Annually, DHCL prepares a budget for transit services (see Attachment C) provided under contract with SRTA. For FY 2020/21, DHCL will provide four grant categories of services: regular CTSA; expanded CTSA; Sunday Transit; and expanded Sunday Transit. The FY 2020/21 budget for all these DHCL services totals $819,879, which includes:

- $368,396, the 5% CTSA set aside of LTF ($329,740) and use of CTSA capital reserves ($38,656) to avoid cuts in service.
- $394,570 is Low Carbon Transit Operations Program (LCTOP) grant revenue approved by SRTA.

<u>ALTERNATIVES:</u>

The board of directors may modify the TDA or DHCL budget.

<u>OTHER AGENCY INVOLVEMENT:</u>

RABA, the cities of Anderson, Redding, and Shasta Lake, Shasta County, and Dignity Health Connected Living have reviewed the TDA budget. Comments and clarifications have been addressed by staff.

FISCAL IMPACT:

Approval of the FY 2020/21 TDA Apportionments and Transit Obligations distributes $11,813,318 in TDA funds to SRTA, Dignity Health Connected Living, RABA, the cities of Anderson, Redding, and Shasta Lake, and Shasta County. SRTA staff will work with RABA on distributing the remaining, overpaid LTF to the cities.

Daniel S. Little, AICP, Executive Director

Attachments:

A. FY 2020/21 TDA Apportionments and Transit Obligations
B. FY 2020/21 Shasta County Auditor-Controller Payment Instructions
C. FY 2020/21 Dignity Health Connected Living Budget

Attachment A

	SHASTA REGIONAL TRANSPORTATION PLANNING AGENCY - 2020/21 TDA APPORTIONMENTS AND TRANSIT OBLIGATIONS									
	(SRTA Policy)		Anderson	Redding	Shasta Lake	County	SRTA / Reserve	CTSA	Non-motorized	2% Bike & Ped
1	**Local Transportation Fund**	Totals	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
2	Local Transportation Fund- FY 2020/21	7,399,070								
3	Local Transportation Fund- 6/30/19 True-up RABA repayment of unused LTF	1,083,880								
4	Local Transportation Fund- True-up through 6/30/19	1,787,461	117,614	1,176,259	124,798	163,309	111,840	78,764		14,877
5	Local Transportation Fund- 6/30/19 True-up Rural BLAST	(76,059)	(18,075)	111,012	(16,879)				76,059	
6	Less: 6/30/19 True-up for Off the top Costs (LINE 4)	(205,481)								
7	Less: Local Transportation Fund for SRTA Administration (1305.3)	(669,676)					669,676			
8	Less: Article 3 Allocation- Bicycle and Pedestrian (1307.1)	(134,588)								134,588
9	Less: Article 4.5- LTF to fund CTSA (5%) (1309.3)	(329,740)						329,740		
10	**Total LTF Available for Jurisdictions**	**8,854,868**	**546,293**	**5,299,594**	**559,361**	**2,449,621**				
11										
12	**State Transit Assistance**	Totals	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
13	State Transit Assistance- FY 2020/21 (Population Formula) (1306.1)	1,239,814	74,307	638,851	74,210	452,446				
14	STA - Revenue Basis (99314)	80,841	4,845	41,656	4,839	29,501				
15	STA True Up through 6/30/19	222,250	(24,892)	348,290	(18,549)	(207,708)	125,109			
16	County STA Spillover to Cities and STA Reserve	0	0	222,511	0	(274,239)	51,728			
17	Uncommitted Secondary STA Spillover from City of Shasta Lake and City of Anderson	0	(50,387)	0	(60,500)		110,887			
18	**Total STA Available**	**1,542,905**	**3,873**	**1,251,308**	**0**	**0**	**287,724**			
19										
20	**Federal Transit Administration Formula Funds**	Totals	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
21	FTA 5307 Operating Allocation (Cities only)	1,500,000	141,561	1,217,063	141,376					
22	FTA 5307 - CARES Act Operating Allocation (Cities only)	1,489,231	141,561	1,217,063	130,607					
23	FTA 5311 Operating Apportionment (County only) (Max. of $360,153, based on FY 19/20 apportionment)	167,890				167,890				
24	FTA 5311(f) - CARES Act Operating Apportionment (County only)	80,828				80,828				
25	FTA 5311 - CARES Act Operating Apportionment (County only)	424,404				424,404				
26	**Total FTA Available**	**3,662,353**	**283,123**	**2,434,125**	**271,983**	**673,122**				
27										
28	**Total Revenue Available**	**15,475,670**	**833,289**	**8,985,028**	**831,343**	**3,122,743**	**1,069,240**	**408,504**	**76,059**	**149,465**
29										
30										
31	(SRTA Policy)		Anderson	Redding	Shasta Lake	County	SRTA	CTSA	Rural BLAST	2% Bike & Ped
32	**Transit Funding Requirements**	Totals	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
33	Redding Area Bus Authority-Operating	5,099,176								
34	Redding Area Bus Authority-Administration	675,400								
35	Required FY 2020/21 RABA Funding Requirement (1313.2)	5,774,576	286,996	4,793,476	271,983	422,122				
36	From Cities for Non-Motorized in Exchange for County Spillover*	111,255	0	111,255	0				187,314	
37	*50% of Line 16 spillover to Redding (=111,255) plus 50% of 2018/19 trued-up county spillover (=76,059)									
38	Other Transit Obligations:									
39	County TDA Administration	20,000				20,000				
40	Burney Express for Operating	231,000				231,000				
41	**Total Transit Obligations Filed Under Article 4 and 8**	**6,136,831**	**286,996**	**4,904,731**	**271,983**	**673,122**				
42										
43	**Total for SRTA & STA Reserve, CTSA, 2% Bike & Ped, Non-motorized**						**1,069,240**	**408,504**	**187,314**	**149,465**
44	**Total Available for Streets & Roads (LINE 10 + LINE 18 + LINE 26 - LINE 41)**	**7,923,295**	**546,293**	**4,080,297**	**559,361**	**2,449,621**				

Attachment B

Shasta Regional Transportation Agency

2020/21 TDA Payment Instructions

LTF	July	August	Sept	October	November	December	January	February	March	April	May	June	Totals
Beginning of Month Balance	2,535,708	2,421,762	2,307,816	2,193,870	2,079,924	1,962,173	1,844,422	1,726,671	1,608,920	1,491,169	1,243,528	995,887	2,535,708
Deposit-State	616,589	616,589	616,589	616,589	616,589	616,589	616,589	616,589	616,589	616,589	616,589	616,589	7,399,070
City of Anderson - RABA JPA-Article 4													0
City of Redding - RABA JPA-Article 4	123,116	123,116	123,116	123,116	123,116	123,116	123,116	123,116	123,116				1,108,042
City of Shasta Lake - RABA JPA-Article 4													0
County of Shasta - RABA JPA - Article 4													0
2% Bike and Ped - to SRTA	37,366	37,366	37,366	37,366									149,465
SRTA for CTSA	45,389	45,389	45,389	45,389	45,389	45,389	45,389	45,389	45,389				408,504
SRTA Administration	86,835	86,835	86,835	86,835	86,835	86,835	86,835	86,835	86,835				781,516
SRTA- Non-motorized	46,829	46,829	46,829	46,829									187,314
Anderson- Article 8	18,000	18,000	18,000	18,000	30,000	30,000	30,000	30,000	30,000	96,394	96,394	96,394	511,181
Redding- Article 8	180,000	180,000	180,000	180,000	219,000	219,000	219,000	219,000	219,000	419,737	419,737	419,737	3,074,212
Shasta Lake- Article 8	18,000	18,000	18,000	18,000	30,000	30,000	30,000	30,000	30,000	98,226	98,226	98,226	516,677
County of Shasta- Article 8	175,000	175,000	175,000	175,000	200,000	200,000	200,000	200,000	200,000	249,874	249,874	249,874	2,449,621
End of Month Balance	2,421,762	2,307,816	2,193,870	2,079,924	1,962,173	1,844,422	1,726,671	1,608,920	1,491,169	1,243,528	995,887	748,247	748,247

STA	July	August	Sept	October	November	December	January	February	March	April	May	June	Totals
Beginning of Month Balance	807,204	807,204	807,204	823,573	823,573	823,573	839,941	839,941	839,941	856,310	856,310	856,310	807,204
Deposit- State			330,164			330,164			330,164			330,164	1,320,655
													0
City of Anderson - RABA JPA - TO RABA			968			968			968			968	3,873
City of Redding - RABA JPA - TO RABA			312,827			312,827			312,827			312,827	1,251,308
City of Shasta Lake - RABA JPA - TO RABA													0
County of Shasta - RABA JPA - TO RABA													0
SRTA Regional Transit Reserve			71,931			71,931			71,931			71,931	287,724
End of Month Balance	807,204	807,204	823,573	823,573	823,573	839,941	839,941	839,941	856,310	856,310	856,310	872,678	872,678

Attachment C
DHCL (CONNECTED LIVING)
FY 2020/21 Budget

FY21 BUDGET		Sunday Service	Sunday Service Expanded	CTSA Expansion	CTSA
ACCOUNT CATEGORY		**Adj Budget**	**Adj Budget**	**Adj Budget**	**Adj Budget**
OP Revenue	312	-	-	-	-
Grant Donation Revenue	314	-	-	-	-
State Grant Income	407	-			368,396
Federal Grant Income	409	-	-	-	-
Other Project Income	419	-	-	-	-
Other Project Income	775	107,034	92,784	194,752	-
Grant Related Income	426	-	-	-	-
Participant	988	-	-	-	21,600
Facility Rental	435	-	-	-	-
Other - ADHC W/Os	270	-	-	-	-
TOTAL REVENUES		**107,034**	**92,784**	**194,752**	**389,996**
Salaries and Wages	511	35,099	31,200	104,000	199,856
Salaries and Wages-CSBG	512	-	-	-	-
Salaries-Activity Dir Asst	523	-	-	-	-
Salaries-Admin Asst	524	-	-	-	-
Salaries-Billing Clerk	525	-	-	-	-
Salaries-Business Manager	526	2,000	-	-	11,000
Salaries-Coordinator	527	25,150	-	-	-
Salaries-Data Entry Clerk	528	-	-	-	-
Salaries-LVN	531	-	-	-	-
Salaries-Occup Therapist	532	-	-	-	-
Salaries-Physical Therapist	533	-	-	-	-
Salaries-Program Asst	534	-	-	-	-
Salaries-Program Director	536	3,186	-	-	15,050
Salaries-LCSW	541	-	-	-	-
Salaries-Registered Nurse	542	-	-	-	-
Social Worker	543	-	-	-	-
Salaries-Social Worker Asst	544	-	-	-	-
Payroll Taxes	513	5,298	-	-	22,735
Workers' Compensation	514	251	-	-	2,371
DH Employee Salaries-	601	-	-	-	69
DH Employee Benefits	602	4,163	-	-	10,657
In-Kind Contrib-Matching	423	-	-	-	-
In-Kind Contrib-	583	-	-	-	-
In-Kind Personnel	517	-	-	-	-
In-Kind Raw Food 635	605	-	-	-	-
In-Kind Rent/Phone/Util/Equi	582	-	-	-	-
Food Service Supplies	553	-	-	-	-
Raw Food Costs	535	-	-	-	-
Supplies-Non Medical	650	-	-	-	-
Supplies-Other Purchases	651	29	-	-	155
Supplies-Food	652	-	-	-	-
Supplies Office Supplies	653	150	-	-	1,259
Supplies-Medical	690	-	-	-	-
Supplies-Minor equipment	691	-	-	-	-
Prof Fees-Legal (Corp)	230	-	-	-	-
Bank Fees	516	-	-	-	8
Consultants	540	-	-	-	393
Long Distance Travel	554	-	-	-	-
Use Allowance/Depreciation	559	-	-	-	(147)
Repairs & Maint-Vehicle 561	562	1,860	-	-	32,643
Vehicle Operations	563	10,029	18,000	5,000	34,739
Outside Services	566	-	-	-	4,833
Repairs & maint-Equip 562	573	-	7,320	8,500	-
Cleaning	579	-	-	-	-
Security	588	-	1,800	3,600	7
Purch Serv-Medical	611	-	-	-	-
Purch Serv-Therapy	612	-	-	-	-
Purch Serv-Other	643	-	-	10,752	-
Contract Labor	660	-	-	-	-
Purch Serv-Repairs & Maint	661	-	-	-	19
Freight	662	-	-	-	-
Software	664	-	14,000	38,000	563
Printing and Duplicating	666	-	-	-	-
Outside Training	667	-	7,444	11,888	-
Purch Serv-Catering	697	-	-	-	-
Purch Serv-Advertising	699	-	-	-	220
Utilities	552	-	-	-	1,384
Telephone	663	182	-	-	850
Rental-Building	668	-	-	-	6,379
Rental-Equipment	669	-	-	-	10,833
Travel-Expensed	665	-	-	-	46
Travel-Mileage	670	-	-	-	-
Volunteer Meals	547	-	-	-	-
Volunteer Recognition	548	-	-	-	-
Volunteer Stipends	549	-	-	-	-
Indirect Expense	546	-	13,020	13,012	-
Liability/Bonding Ins 570	574	-	-	-	-
Fundraising Expense	575	-	-	-	-
Taxes & licenses 571	576	600	-	-	3,000
Linen Expense	578	-	-	-	-
MMCR Contribution	421	-	-	-	-
MMCR Contribution	899	-	-	-	(59,867)
Overhead	900	19,188	-	-	126,102
Investment revenue	791	-	-	-	-
Waived Services	860	-	-	-	-
TOTAL EXPENSES		**107,184**	**92,784**	**194,752**	**425,159**
NET INCOME(LOSS)		**(150)**	**-**	**-**	**(35,163)**