

STAFF REPORT



MEETING DATE:	February 29, 2024
SUBJECT:	Receive SRTA Comprehensive Budget Report for First Quarter of Fiscal Year 2023/24
AGENDA ITEM:	9-6
STAFF CONTACT:	Jessica Carlson, Chief Fiscal Officer

SUMMARY:

SRTA's comprehensive budget for the first quarter of Fiscal Year 2023/24 has been prepared and is attached for board of directors review. SRTA has received 35 percent of its budgeted revenues and spent 27 percent of its estimated expenditures as of September 30, 2023.

STAFF RECOMMENDATION:

It is recommended that the board of directors receive the SRTA Comprehensive Budget Report for the first quarter of Fiscal Year 2023/24 (July 1, 2023, through September 30, 2023).

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 the first quarter of Fiscal Year (FY) 2023/24. This report consolidates the agency's activities into three categories:

- **General Building and Rental** – Includes rental revenues and expenditures and approved building improvement projects in progress.
- **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 the first quarter of FY 2023/24, SRTA received 35 percent of its budgeted revenues and spent 27 percent of its estimated expenditures. The initial FY 2023/24 OWP, approved April 27, 2023, allocated budgeted revenues and expenditures and estimated carryover for all work elements. Caltrans requires all new planning grant awards and any required matching funds to be programmed into the initial OWP, regardless of expected spending for the fiscal year. Unused funds are carried over into the next fiscal year and adjusted based on anticipated staff and consultant workload in future formal amendments. Formal Amendment 1 was approved October 26, 2023, and therefore is not included in this report.

Notable highlights in this budget report are:

- Actual figures are unaudited and can be subject to future adjustments.
- The first quarter reimbursement request was approved and invoiced September 30, 2023, and paid November 22, 2023. The revenue is included in this report.
- Regional State Transit Assistance (STA) disbursements for the fourth quarter of FY 2022/23 were delayed until late November while SRTA completed their FY 2021/22 audit. STA payments to sub-recipients were paid with County-held funds on September 29, 2023, as SRTA waited for the remittance of FY 2022/23 quarter four funds to be completed.
- REAP projects and use of funds were approved and SRTA executed the Standard Agreement from the California Department of Housing and Community Development (HCD) to begin collecting and disbursing funds. REAP 2.0 administrative costs incurred after July 1, 2021, have been retro-actively approved for reimbursement by the program and will be invoiced at a future date.
 - Program Update: An advance of \$453,049 was received January 2024. However, the Governor's draft state budget for FY 2024/25 proposes funding cuts to HCD, including a potential 50 percent cut to REAP 2.0 funding. REAP 2.0 sub-recipients have been advised to halt their approved projects until further guidance or funding updates are available. Due to budget uncertainty, staff anticipates making no final program funding commitments until a FY 2024/25 state budget is approved, which is anticipated by June 15, 2024.
- The Federal Highway Administration (FHWA) Complete Streets policy (Work Element 703.01(CS)) requires SRTA to use "not less than 2.5 percent" of Metropolitan Planning (FHWA PL) funds towards complete streets planning activities and must call that out separately in the OWP. All the requirements were met in the existing Active Transportation Planning work element (703.01) included in the OWP, and FHWA PL funds were delineated from this project to meet the budget requirement. No additional FHWA PL funds were committed from other work elements.
- Competitive grant awards for planning are fully programmed regardless of annual estimated expenditures. Unused funds are carried over into the next fiscal year.

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 acceptance of this item.



Sean Tiedgen, AICP, Executive Director

Attachment: Comprehensive Budget Report for First Quarter of Fiscal Year 2023/24

SRTA Comprehensive Budget Fiscal Year 2023/24

First Quarter Budget to Actual Report (July 1 to September 30, 2023)

CASH BALANCES as of September 30, 2023

Operating Account:	1,420,234
TDA Loan Fund (Five Star):	213,997
Building Reserve Fund (for contracted repairs):	165,939
Planning Reserve Account:	94,203
Low Carbon Transit Operations Program (LCTOP):	280,714
Non-Motorized Program:	2,145,197
Regional Surface Transportation Program (RSTP, Five Star):	4,402,438
State of Good Repair (SGR):	1,038,195
Regional Early Action Plan (REAP) 2.0 (Five Star):	453,049
State Transit Assistance (STA):	552,422
State Transit Assistance (STA) Reserve:	1,229,493
Local Transportation Funds (LTF):	1,045,173
	13,041,056

*Opened February 2024 after receipt of advanced funds

*Funds held with County Treasurer

*Funds held with County Treasurer

*Funds held with County Treasurer

Umpqua Building Loan Balance
\$529,444.00

ANTICIPATED REVENUES

	FY 2023/24 Budget	Actual Revenues Q1 FY 2023	% of Approved Budget
General Building and Rental	57,296	14,686	26%
Capital and Transit Operations	17,424,277	6,971,617	40%
Planning	7,104,046	1,700,242	24%
TOTAL REVENUES	24,585,619	8,686,546	35%

ANTICIPATED EXPENDITURES

	FY 2023/24 Budget	Actual Expenses Q1 FY 2023	% of Approved Budget
General Building and Rental	390,582	0	0%
Capital and Transit Operations	14,584,756	4,959,600	34%
Planning	5,977,754	606,562	10%
TOTAL EXPENDITURES	20,953,092	5,566,162	27%

SRTA Comprehensive Budget Fiscal Year 2023/24
First Quarter Budget to Actual Report (July 1 to September 30, 2023)

Revenue Detail

	FY 2023/24 Budget	Actual Revenues Q1 FY 2023	Notes / % of approved budget
General Building and Rental	57,296	14,686	Rents and Shared Costs: Suite 201 lease amendment effective November 1, 2023.
Total Rental Fund	57,296	14,686	26%
Capital-Transit Operations			
Transit and Intercity Rail Capital Program (TIIRCP)	2,945,000	0	These capital programs are awaiting final estimates and awards. They are not included in the revenue total, and are shown for informational purposes at this time. REAP 2.0 has been cut 50% here, which would mean
Zero-Emission Transit Capital Program (ZETCP)	943,316	0	
Regional Early Action Plan (REAP 2.0)	1,065,857	0	\$56,097.50 set-aside for SRTA admin expenses.
Total Low Carbon Transit Operations Program (LCTOP)	1,067,996	278,157	Budget figure are all funds available for approved projects
Total Local Transportation Fund (LTF) for Sub Recipients	9,458,399	1,657,902	RABA + CTSA + Local Streets and Roads
Non-Motorized Program	599,819	299,910	Non-Motorized Program is funded through the TDA Budget, per Board policy
Regional Surface Transportation Program (RSTP)	2,580,000	3,865,781	Funds available for approved projects
State of Good Repair (SGR)	1,107,501	869,868	Funds available for approved projects
State Transit Assistance (STA)	2,610,562	0	Quarter 1 STA payment was delayed until December 2023, subs were paid on schedule (November)
Capital and Transit Operations	17,424,277	6,971,617	40%
Planning			
Federal Highway Administration (FHWA)	1,324,395	275,719	Does not include matching toll credits
Federal Transportation Administration (FTA) 5303	126,006	38,596	Does not include matching toll credits
Caltrans Sustainable FTA 5304 - North State Intercity Bus to Rail	248,374	3,739	
SRTA Local Transportation Fund (LTF)	974,563	377,241	SRTA TDA Administration Allocation
Planning, Programming, and Monitoring	498,654	441,654	Funds available for approved projects
North State Super Region	14,913	0	Membership dues will need to be collected this FY to cover administration costs
SB1 Formula Funding	470,042	27,919	
SB1 Discretionary Grant (Competitive)	500,000	0	Shasta Planning Data Dashboard: New
State Highway Account (SHA)	129,327	0	Pit River Tribe Long Range Transit Plan (707.11)
Strategic Partnerships - State Route 273 Corridor Plan	648,824	166,638	SRTA and Caltrans portions of the SPR grant
Non-Motorized Program - On OWP	150,000	43,915	Consultant expenses
Regional Early Action Plan (REAP) 2.0	56,098	0	Advance \$453,049 received January 2024. Governor's potential 50% cut reflected in budget
Indirect Cost Allocation (201.99%)	1,962,851	324,821	FY 2023/24 ICAP Rate approved 5/15/2023
Planning	7,100,046	1,700,242	24%
TOTAL REVENUES	24,585,619	8,686,546	35%

SRTA Comprehensive Budget Fiscal Year 2023/24
First Quarter Budget to Actual Report (July 1 to September 30, 2023)

Expense Detail

	FY 2023/24 Budget	Actual Expenses Q1 FY 2023	Notes / % of approved budget
General Building and Rental			
Building Loan Principal Payment	59,582	0	Building Loan Balance: \$ 529,444
Building Repairs and Maintenance - Proposed Projects	331,000	0	Apparent low-bidder: 331,000. Includes HVAC, parking lot repairs, and replacing interior doors. Project timeline estimate 4-7 months for all, so may continue into FY 2024/25.
Suite 100 HVAC repair/replacement and Installation			
Parking lot repairs, resurfacing, and striping			
Replace interior doors with fire and safety compliant doors			
General Building and Rental	390,582	0	0%
Capital-Transit Operations			
Transportation Development Act (TDA) Loan Fund	57,336	8,334	Annual payment to the TDA Loan fund for funds borrowed by SRTA
TDA Payments			
Redding Area Bus Authority (RABA)			
RABA - State Transit Assistance (STA) Funds	2,380,424	346,502	
RABA - Local Transportation Funds (LTF)	1,734,875	578,292	
<i>Total RABA</i>	<i>4,115,299</i>	<i>924,794</i>	
City of Anderson - Streets and Roads	560,083	135,354	
City of Redding - Streets and Roads	2,816,884	680,748	
City of Shasta Lake - Streets and Roads	483,259	116,787	
County of Shasta - Streets and Roads	3,404,646	822,789	
CTSA - Dignity Health (DHCL)	458,652	152,883	
<i>Total TDA Payments</i>	<i>11,838,823</i>	<i>2,833,355</i>	
State Transit Assistance (STA) Reserve Payments	230,138	76,886	
State Transit Assistance (STA) Reserve Funded Requests	115,773	115,773	RABA's Veterans Affairs Route 15 (\$90,000). Beach Bus for 2023 season (\$25,773)
Non-Motorized Program	599,819	449,865	
Total Allocation Payments	12,668,780	3,360,106	SRTA LTF for Admin included in Planning activity category
Subrecipient Payments			
State of Good Repair (SGR), Section 99313	865,215	869,868	Includes remaining unused funds from prior years and FY 23/24 estimate \$289,425
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	993,426	721,292	Includes remaining unused funds from prior years and FY 22/23 submitted projects \$443,135
RABA Fiscal Year 2022/23 Proposed Projects	66,150		RABA All Electric Van Replacement Local Match
DHCL Fiscal Year 2022/23 Proposed Projects	376,985		Shasta Connect Sunday Expansion and CTSA Expanded Service
Regional Surface Transportation Program (RSTP)	4,856,065	287,004	Budget is available balance on approved projects 2018-2023 funds
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
Transit and Intercity Rail Capital Program (TIRCP)	0	0	These capital programs are awaiting final estimates and awards. They are not included in the expenditure total,
Zero-Emission Transit Capital Program (ZETCP)	0	0	and are shown for informational purposes at this time. No subrecipient cooperative agreements have been
Regional Early Action Plan (REAP 2.0)	0	0	executed at the time of this report.
Capital and Transit Operations	14,584,756	4,959,600	34%

*excludes RSTP budgeted expenses

SRTA Comprehensive Budget Fiscal Year 2023/24
First Quarter Budget to Actual Report (July 1 to September 30, 2023)

Expense Detail Cont'd

Planning Expenses		Actual Expenses Q1 FY 2023	Notes / % of approved budget
Expenses by Work Element			
701.01 Development of Regional Transportation Plan (RTP)		118,234	Current OWP: Fiscal Year 2023/24, approved 04/27/2023 Planning funds are fully programmed by grant award, regardless of annual estimated expenditures. Unused funds are carried over into the next fiscal year. All work elements include indirect cost allocations
701.03 Performance Measures		19,472	
701.09 Air Quality		704	
701.11 Regional Traffic Data Collection		9,022	
701.15 Sustainable Community Strategies (SCS) Dev 21/22		27,919	
701.16 Sustainable Community Strategies (SCS) Dev 22/23		0	
701.17 Sustainable Community Strategies (SCS) Dev 23/24		0	
702.01 Transportation Improvement Program (TIPS)		42,188	
702.02 Overall Work Program (OWP) Development		14,450	
702.03 Grant Writing and Technical Assistance		0	
703.01 Active Transportation Planning		35,751	
703.01(CS) Active Transportation Planning - Complete Streets		7,518	
703.07 Low-Stress Shasta		0	
704.01 Public Information and Participation		28,256	
705.02 GIS Applications		2,076	
705.05 Regional Travel Demand Model		23,971	
705.06 Shasta Planning Data Dashboard		0	
706.02 Public Transportation Planning and Coordination		47,076	
706.06 Greenhouse Gas (GHG) Reduction Fund Programs		1,090	
707.01 Corridor Studies and Project Review		1,853	
707.03 Alternative Fuels Vehicle Planning		23,697	
707.04 Goods & Freight Coordination and Planning		885	
707.09A SR273 Northern Section Multimodal Corridor Plan		70,592	
707.09B SR273 Southern Section Multimodal Corridor Plan		90,906	
707.10 North State Intercity Bus to Rail Plan		11,583	
707.11 Pit River Tribe Long Range Transportation Plan		0	
707.12 Regional Early Action Planning (REAP) 2.0		11,557	
708.03 Transportation Development Act (TDA) Management		5,371	
708.04 Transit and CTSA Administration		116,026	
801.01 North State Super Region (NSSR)		79,757	
		11,422	
		98	
Total Expenses by Work Element		606,562	10%

Expense Detail Cont'd

	FY 2023/24 Budget	Actual Expenses Q1 FY 2023	Notes / % of approved budget
Planning Expenses by Fund Source			All funding sources include indirect cost estimates and exclude matching toll credits, if applicable
Federal Highway Administration (FHWA)	1,324,395	275,719	
Federal Transportation Administration (FTA) 5303	126,006	38,596	
Caltrans Sustainable FTA 5304 - North State Intercity Bus to Rail	248,374	3,739	
SRTA Local Transportation Fund (LTF)	1,112,562	324,855	July - August TDA payments to SRTA for Administration
Planning, Programming, and Monitoring	465,925	465,925	Low Stress Shasta \$233,213 and SR 273 Multimodal Corridor Plan \$232,712 local match funds
North State Super Region (NSSR)	14,913	14,913	Expenses in excess of NSSR dues and sponsorships paid by SRTA Admin LTF funds
SB1 Formula Funding	470,042	27,919	Coordinated Transportation Plan (701.15), Low-Stress Shasta SCS Implementation Project (701.16), and Regional Transit Planning (701.17).
SB1 Discretionary Grant (Competitive)	500,000	0	Shasta Planning Data Dashboard - New
State Highway Account (SHA) - Shasta Trunk Lines	129,327	0	
Strategic Partnerships - State Route 273 Corridor Plan	648,824	166,638	SRTA and Caltrans portions of the SPR grant
Non-Motorized Program - On OWP	150,000	43,915	Consultant expenses for Low-Stress Shasta
Regional Early Action Plan (REAP 2.0)	56,098	0	Governor budget cut funding 50%, total SRTA admin set-aside is now \$56,097.50
Total Expenses by Fund Source	5,246,466	1,362,220	26%
Indirect Costs for Reimbursement	431,764	108,839	25%
Salaries and Benefits	1,657,763	310,983	19%
Consultants	2,821,887	275,810	10%
Direct Costs for Support Services, Conferences, Marketing, etc.	50,159	13,194	26%
TOTAL EXPENDITURES	20,953,092	5,566,162	27%