STAFF REPORT

MEETING DATE:	**April 24, 2018**
SUBJECT:	**Approve Amendment #4 to SRTA's Fiscal Year 2017/18 Budget and Overall Work Program**
AGENDA ITEM:	**5-6**
STAFF CONTACT:	**Sean Tiedgen, AICP, Senior Transportation Planner**

SUMMARY:

An amendment to SRTA's fiscal year (FY) 2017/18 budget and Overall Work Program (OWP) is needed to reflect Caltrans' request to update federal match requirements, new estimates on federal planning revenues and to provide minor updates to staff hours and project schedules.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve Amendment #4 to SRTA's FY 2017/18 budget and Overall Work Program pursuant to Resolution 18-04 (Attachment A), thereby decreasing SRTA's FY 2017/18 budget by $139,115, for a total of $13,135,898; and
2. Authorize the executive director to make minor corrections in response to Caltrans or federal agency comments.

DISCUSSION:

SRTA's budget and Overall Work Program (OWP) must be amended to address updates to federal match formulas and recent changes in staffing. Changes are summarized in the narrative below. Full details are provided in the amended work elements in Attachment B:

Updated Federal Planning Revenue Estimates and Federal Match Requirements – Caltrans recently issued new Overall Work Program Agreements and quarterly invoice forms, which include changes to how federal match funds are calculated. In addition, Caltrans issued new estimates on federal planning revenues. Caltrans requested regional agencies update and submit amended OWPs to reflect these changes.

Staffing Updates to Work Elements – SRTA recently hired two new staff to fill vacant positions and project responsibilities and staff hours have been reallocated.

Collectively, the changes reduce SRTA's budget by $139,115, primarily due to significant reductions in consultant expenditures as a result of projects carrying over into fiscal year 2018/19.

ALTERNATIVES:

The board of directors may modify Amendment #4 to SRTA's FY 2017/18 budget, provided that such changes are consistent with project funding eligibility requirements and agreements with Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

OTHER AGENCY INVOLVEMENT:

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

FISCAL IMPACT:

Amendment #4 decreases SRTA's FY 2017/18 comprehensive budget by $139,115, for a total of $13,135,898. Budget changes are summarized in Resolution 18-04 (Attachment A) and highlighted in yellow in Attachments B and C.

Dan Little

Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution Number 18-04: Amendment #4 to SRTA's Fiscal Year 2017/18 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 2017/18 Budget

RESOLUTION

RESOLUTION NUMBER:	**18-04**
SUBJECT:	**Amendment #4 to SRTA's Fiscal Year 2017/18 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, Amendment #4 reflects Caltrans' request to update formulas for work elements receiving revenues from federal planning funds and uses toll credits as matching funds to be consistent with new Caltrans quarterly invoicing documents; and

WHEREAS, Amendment #4 reflects updates to various work elements due to changes in staffing 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 #4 to the FY 2017/18 OWP, for a net decrease of $139,115, to coincide with the most current projected expenditures and revenues with the following changes by fund source:

Fund Source:	Amount:
• Federal Planning:	+$45,512
• Federal Planning Carryover:	-$35,122
• FTA 5303:	+$208
• FTA 5303 Carryover:	-$10,585
• Local Transportation Fund:	-$89,731
• Planning Programming and Monitoring:	-$33,725
• Other	-$8,008
• Safe Routes to Schools:	-$7,664
Total:	-$139,115

BE IT FURTHER RESOLVED that Amendment #4 results in a net decrease of $139,115 in both revenue and expenses to SRTA's FY 2017/18 comprehensive budget, resulting in a final budget of $13,135,898.

BE IT FURTHER RESOLVED that Amendment #4 results in a total FY 2017/18 OWP budget of $3,348,935 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 24th day of April 2018, by the Shasta Regional Transportation Agency.

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Susie Baugh, Chair
Shasta Regional Transportation Agency

Shasta Regional Transportation Agency
Profit & Loss Budget Overview
July 2017 through June 2018
Amendment #4

	Amendment #3	Change	Amendment #4
Ordinary Income/Expense			
Income			
41100 · Federal Highway Administration	1,389,181.00	10,390.00	1,399,571.00
41300 · Planning, Program. and Monit	243,348.00	(33,725.00)	209,623.00
41500 · Federal Transit Administration	79,259.00	(10,377.00)	68,882.00
41925 · Federal Transit Adm 5304	447,890.00		447,890.00
41930 · FTA 5311 (F)	0.00		0.00
41950 · SPR	223,203.00		223,203.00
42100 · Local Transportation Fund	7,046,736.00		7,046,736.00
42200 · State Transit Assistance Fund	667,441.00		667,441.00
42650 · Exchange Funds	1,639,011.00		1,639,011.00
42710 · TDA Administration	299,475.00	(89,731.00)	209,744.00
42725 · Non-Motorized 15-16	403,748.00		403,748.00
42747 · Non-Motorized 2017-18	114,764.00		114,764.00
42780 · LCTOP (2015-16)	85,000.00		85,000.00
42800 · Safe Routes to Schools	181,318.00	(7,664.00)	173,654.00
42840. · GoShasta-ATP Cycle 2	46,000.00		46,000.00
42860 · RCEA	2,000.00		2,000.00
42910 · Shasta College	2,000.00		2,000.00
42920 · Super Region Fees	10,375.00	(8,007.00)	2,368.00
42980 · CTSA Revenue	331,707.00		331,707.00
43100 · Interest Income	0.00		0.00
43300 · Rental Income			
43310 · Rental Income- Suite 101	51,276.00		51,276.00
43320 · Rental Income- Suite 201	11,280.00		11,280.00
43350 · Vacancy Loss	0.00		0.00
Total 43300 · Rental Income	62,556.00	0.00	62,556.00
Total Income	13,275,012.00	(139,114.00)	13,135,898.00
Gross Profit	13,275,012.00	(139,114.00)	13,135,898.00

Amendment #4

	Amendment #3	Change	Amendment #4
Expense			
51000 · Personnel - Other	1,024,264.00	0.00	1,024,264.00
55000 · Consultants			
55005 · City of Anderson on OWP	0.00		0.00
55010 · City of Redding on OWP	77,227.00		77,227.00
55015 · City of Shasta Lake on OWP	35,804.00		35,804.00
55030 · DKS Associates	50,000.00		50,000.00
55050 · Shasta County Mental Health-OWP	0.00		0.00
55056 · Cnty of Shasta- Non-Motor	193,530.00		193,530.00
55058 · Shasta County Mental Health-ATP	170,000.00		170,000.00
55070 · Shasta College	2,000.00		2,000.00
55085 · Rincon	68,601.00	(19,543.00)	49,058.00
55100 · Civic Plus	4,450.00		4,450.00
55115 · Green Dot	223,203.00		223,203.00
55120 · Interwest	20,000.00		20,000.00
55122 · Toole Design	66,000.00		66,000.00
55127 · Mobility Planners	57,142.00	(17,142.00)	40,000.00
55128 · Kuchman Architects	75,000.00		75,000.00
55160 · Consultant- Non Motor 15-16	0.00		0.00
55161 · City of Redding on Non-Motorize	308,482.00		308,482.00
55235 · Tehama County RCD Non-Motorized	8,145.00		8,145.00
55240 · City of Shasta Lake Non-Motor	8,355.00		8,355.00
55250 · RABA for Crosstown Express	85,000.00		85,000.00
55299 · Caltrans Budget Requirements	256,509.00		256,509.00
55000 · Consultants - Other	338,128.00	(40,000.00)	298,128.00
Total 55000 · Consultants	2,047,576.00	(76,685.00)	1,970,891.00
60100 · Advertising	1,000.00		1,000.00
60200 · Bank Charges	0.00		0.00
60250 · Books and Educational materials	1,000.00		1,000.00
Total 60300 · Communication	9,200.00		9,200.00
Total 60350 · Computer Support	22,200.00		22,200.00
60400 · Conferences	4,000.00		4,000.00
60500 · Depreciation-Building	71,000.00		71,000.00
60510 · Depreciation-Equipment	1,300.00		1,300.00
60600 · Dues and Supscriptions	8,500.00		8,500.00
60700 · Education and Training	1,000.00		1,000.00
Total 61000 · Insurance	11,500.00		11,500.00
Total 61670 · Interest	26,000.00		26,000.00
61690 · Licenses	17,500.00		17,500.00
61700 · Meetings	1,000.00		1,000.00
62000 · Postage	2,000.00		2,000.00
62500 · Printing	0.00		0.00
Total 63000 · Professional Services	56,535.00		56,535.00
63900 · Public Notice	500.00		500.00
64000 · Rent	0.00		0.00
Total 65000 · Repairs and Maintenance	23,300.00		23,300.00
65400 · Security	5,000.00		5,000.00
65450 · Software	8,000.00		8,000.00
Total 65500 · Supplies	57,754.00		57,754.00

Amendment #4

	Amendment #3	Change	Amendment #4
65600 · Taxes-Property	900.00		900.00
66900 · Reconciliation Discrepancies	0.00		
Total 67000 · Travel	4,000.00		4,000.00
Total 68000 · Utilities	16,000.00		16,000.00
69000 · Payments to Cities and Counties			
69100 · City of Redding			
69110 · RABA-STA	471,215.00		471,215.00
69120 · Local Transportation Fund	33,861.00		33,861.00
69130 · Exchange Funds	1,173,065.00		1,173,065.00
69470 · LTF for RABA	2,935,924.00		2,935,924.00
Total 69100 · City of Redding	4,614,065.00	0.00	4,614,065.00
69200 · City of Anderson			
69220 · Local Transportation Fund	295,495.00		295,495.00
69230 · Exchange Funds	135,225.00		135,225.00
69250 · STA Payments	63,676.00		63,676.00
69270 · LTF for RABA	66,642.00		66,642.00
Total 69200 · City of Anderson	561,038.00	0.00	561,038.00
69300 · City of Shasta Lake			
69320 · Local Transportation Fund	288,844.00		288,844.00
69330 · Exchange Funds	134,397.00		134,397.00
69340 · STA Payments	64,194.00		64,194.00
69370 · LTF for RABA	71,593.00		71,593.00
Total 69300 · City of Shasta Lake	559,028.00	0.00	559,028.00
69400 · County of Shasta			
69420 · Local Transportation Funds	2,506,105.00		2,506,105.00
69430 · Exchange Funds	196,324.00		196,324.00
69480 · STA Payments	68,355.00		68,355.00
Total 69400 · County of Shasta	2,770,784.00	0.00	2,770,784.00
Total 69000 · Payments to Cities and Counties	8,504,915.00		8,504,915.00
69600 · Shasta Snr Nutr. - LTF/TDA	331,707.00		331,707.00
69910 · Payments to SRTA for 2% Bike &	133,721.00		133,721.00
69920 · Payments to SRTA Under TDA	660,380.00		660,380.00
69940 · Non-motorized Payments to SRTA	114,766.00		114,766.00
69950 · Payments to SRTA for CTSA	331,707.00		331,707.00
70000 · Indirect Cost Allocation			
70100 · Indirect Cost Allocation	0.00		0.00
Total 70000 · Indirect Cost Allocation	0.00		0.00
Total Expense	13,498,225.00	(76,685.00)	13,421,540.00
Net Ordinary Income	(223,213.00)	(62,429.00)	(285,642.00)
Other Income/Expense			
Other Income			
90003 · Use of Money and Property	184,283.00		184,283.00
Total Other Income	184,283.00	0.00	184,283.00
Other Expense			
91009- IT Support	22,000.00		22,000.00
91011- Equipment	26,200.00		26,200.00
91013- Furniture	30,000.00		30,000.00
92001 · Principal Payments	106,083.00		106,083.00
Total Other Expense	184,283.00		184,283.00
Net Other Income	0.00		0.00
Net Income	**(223,213.00)**	**(62,429.00)**	**(285,642.00)**