STAFF REPORT

MEETING DATE:	**August 31, 2023**
SUBJECT:	**Accept SRTA Comprehensive Budget Report for Fiscal Year-End 2022/23**
AGENDA ITEM:	**8**
STAFF CONTACT:	**Jessica Carlson, Chief Fiscal Officer**

SUMMARY:
SRTA's year-end comprehensive budget for Fiscal Year 2022/23 has been prepared and is attached for board of directors acceptance. SRTA received 108 percent of its budgeted revenues at the year-end and spent 81 percent of its estimated expenditures.

STAFF RECOMMENDATION:
It is recommended that the board of directors accept the SRTA Comprehensive Budget Report for the Fiscal Year-End 2022/23 (July 1, 2022, through June 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 budget-versus-actual financial reports for fiscal year-end 2022/23. 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 public transportation, transit capital programs, transit operations, and streets and roads allocations.
- **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 FY 2022/23 SRTA received 108 percent of its budgeted revenues at the year-end and spent 81 percent of its estimated expenditures. Amendment #5 (Formal) to the FY 2022/23 OWP, approved May 10, 2023, reallocated remaining budgeted revenues and expenditures to ensure adequate funds for all work elements. Caltrans requires all new planning grant awards and 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 (40 percent) in comparison to the final May 2023 FY 2022/23 OWP 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:

- Actual figures are unaudited and can be subject to future adjustments.
- The third quarter reimbursement request was approved and paid May 8, 2023, and is therefore included on this report. The fourth quarter request was approved August 9, 2023, and payment was yet to be received by the time of this report. REAP projects and use of funds have been approved and SRTA is awaiting the executed Standard Agreement from Housing and Community Development (HCD) to begin 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.
- The Federal Highway Administration (FHWA) Complete Streets policy (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.
- 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 (40 percent this fiscal year).

ALTERNATIVES:

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

FISCAL & POLICY COMMITTEE REVIEW:

/// The Fiscal & Policy Committee met on August 31, 2023, and concurs with the staff recommendation. ///

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Sean Tiedgen, AICP, Executive Director

Attachment: Comprehensive Budget Report for the Fiscal Year-End 2022/23

SRTA Comprehensive Budget Report Fiscal Year-End 2022/23

Summary of Activities July 1, 2022 to June 30, 2023

CASH BALANCES as of June 30, 2023

Operating Account:	473,240	
TDA Loan Fund (Five Star):	212,237	
Building Reserve Fund (for contracted repairs):	165,935	
Planning Reserve Account:	94,201	
Low Carbon Transit Operations Program (LCTOP):	337,876	
Non-Motorized Program:	2,145,143	
Regional Surface Transportation Program (RSTP, Five Star):	4,653,105	
State of Good Repair (SGR):	1,038,169	
State Transit Assistance (STA):	2,218,417	*Funds held with County Treasurer, includes RESERVE balance
State Transit Assistance (STA) Reserve:	1,242,607	*Funds held with County Treasurer
Local Transportation Funds (LTF):	1,614,158	*Funds held with County Treasurer
	14,195,087	

Umpqua Building Loan Balance

$529,444.00

REVENUES

	FY 2022/23 Budget	FY 2022/23 Revenues	% of Budget
General Building and Rental	54,898	54,898	100%
Capital and Transit Operations	15,961,083	17,652,769	111%
Planning	3,850,855	3,655,073	95%
TOTAL REVENUES	19,866,836	21,362,740	108%

EXPENDITURES

	FY 2022/23 Budget	FY 2022/23 Expenses	% of Budget
General Building and Rental	57,857	57,857	100%
Capital and Transit Operations	14,710,483	13,706,995	93%
Planning	4,572,662	1,829,067	40%
TOTAL EXPENDITURES	19,341,002	15,593,919	81%

Revenue Detail

	FY 2022/23 Budget	FY 2022/23 Revenues	Notes/% of Budget	
General Building and Rental				
Total Rental Fund	54,898	54,898	Rental Agreements 2022/23	
General Building and Rental	**54,898**	**54,898**	**100%**	
Capital-Transit Operations				
Total Low Carbon Transit Operations Program (LCTOP)	567,537	624,851	Section 99313 population based estimated allocation for LCTOP, all fiscal years through 2022	
Total Local Transportation Fund (LTF) for Sub Recipients	10,385,820	9,448,885	RABA + Local Streets and Roads	
Non-Motorized Program	471,076	471,076	Non-Motorized Program is funded through the TDA Budget, per Board policy	
Regional Surface Transportation Program (RSTP)	2,010,557	4,478,620	FY 21/22 funds received 9/9/23, FY 22/23 funds $2,409,442 received 6/23/23, plus $58,621 interest	
State of Good Repair (SGR)	832,540	818,076	Q4 21/22 SGR deposit $46,439 received 8/31/22 and interest earned $88 included	
State Transit Assistance (STA)	1,693,553	1,811,262	Q4 21/22 STA deposit $479,870 received 8/31/22 and interest earned $13,613 included	
Capital and Transit Operations	**15,961,083**	**17,652,769**	**111%**	
Planning				
Federal Highway Administration (FHWA)	1,092,720	717,040	Includes Q4 21/22 $169,846. Does not include matching toll credits and Q4 Reimbursement (*)	***included in CPG Reimbursement**
Federal Transportation Administration (FTA) 5303	123,469	135,077	Includes Q4 21/22 $42,849. Does not include matching toll credits and Q4 Reimbursement (*)	
SRTA Local Transportation Fund (LTF)	765,190	967,876	Includes May and June 2022 tax deposits totaling $209,380	
Planning, Programming, and Monitoring	313,041	441,654	Includes $69,002 available to the region from CRRSAA (PPM available for match)	
SB1 Formula Funding	492,879	110,035	Includes Q4 21/22 $70,956. Does not include Q4 Reimbursement (*)	
State Highway Account (SHA)	205,685	472,417	Includes Q4 21/22 $399,049. Does not include Q4 Reimbursement (*)	
Strategic Partnerships - State Route 273 Corridor Plan	500,000	14,301	Does not include Q4 Reimbursement or the activity of the Caltrans portion of the project (*)	
Caltrans Sustainable FTA 5304 - North State Intercity Bus to Rail	288,276	32,218	Includes Q4 21/22 $393. Does not include Q4 Reimbursement (*)	
Non-Motorized Program - On OWP	200,000	34,740	Consultant Expenses	
Regional Early Action Plan (REAP) 2.0	54,095	0	Waiting on execution of Standard Agreement with Housing and Community Development (HCD)	
North State Super Region	15,500	20,250	$12,750 in Membership dues ($500/participant) and Town Hall sponsorships collected in Q4	
Indirect Cost Allocation (135.07%)		744,205	ICAP for next fiscal year (2023/24) has been approved at 201.99%	
Planning	**3,850,855**	**3,655,073**	**95%**	
TOTAL REVENUES	**19,866,836**	**21,362,740**	**108%**	

Expense Detail

	FY 2022/23 Budget	FY 2022/23 Expenses	Notes/% of Budget
General Building and Rental			
Building Loan Principal Payment	57,857	57,857	Building Loan Balance: $ 529,444
General Building and Rental	**57,857**	**57,857**	**100%**
Capital-Transit Operations			
Transportation Development Act (TDA) Loan Fund	57,336	57,336	Annual payment to the TDA Loan fund for funds borrowed by SRTA
TDA Payments			Q4 FY 21/22 TDA payments distributed 7/22 and 8/22.
Redding Area Bus Authority (RABA)			
RABA - State Transit Assistance (STA) Funds	1,386,008	1,210,185	Includes Q4 FY 21/22 disbursements from 7/22 of $170,679. Does not include Q4 FY 22/23 disbursements.
RABA - Local Transportation Funds (LTF)	392,439	392,436	
Total RABA	***1,778,447***	***1,602,621***	
City of Redding - Streets and Roads	5,078,505	5,078,508	
City of Anderson - Streets and Roads	593,415	593,412	
City of Shasta Lake - Streets and Roads	612,204	612,204	
County of Shasta - Streets and Roads	3,709,257	3,709,260	
CTSA - Dignity Health (DHCL)	501,208	568,995	
Total TDA Payments	***12,273,036***	***12,165,000***	
State Transit Assistance (STA) Reserve Payments	307,546	230,658	Does not include Q4 FY 22/23 disbursements.
State Transit Assistance (STA) Reserve Funded Requests	35,000	20,467	Beach Bus reimbursements to SRTA for FY 21/22 service
Non-Motorized Program	471,076	471,076	
Total Allocation Payments	**13,051,658**	**12,887,200**	SRTA LTF on OWP included in Planning activity category
Subrecipient Payments			
State of Good Repair (SGR), Section 99313	1,033,965	24,432	Remaining budget SRTA retains for previously or recently approved regional projects (e.g., Zero-Emission Infrastructure Project)
RABA	477,095	0	No invoices received by year end
DHCL	370,520	24,432	FY 2021/22 CTSA Security Equipment
Low Carbon Transit Operations Program (LCTOP) (Section 99313)	567,524	425,811	SRTA Staff time, Other Transit Free Fares (Beach Bus Whiskeytown Passes FY 22/23)
RABA		*1,362*	RABA Free Fares
DHCL		*422,123*	Shasta Connect Sunday Expansion, and CTSA Expanded Services Projects
Regional Surface Transportation Program (RSTP)	3,802,383	2,733,627	Budget is available balance on approved projects 2018-2022 funds
City of Anderson		*421,411*	Citywide Grinder and General Street Maintenance
City of Redding		*2,000,000*	Residential Cape Seal in Six Locations
City of Shasta Lake		*0*	No invoices received by year end
County of Shasta		*312,216*	Riverland Drive Shoulder Widening
Capital and Transit Operations	**14,710,483**	**13,706,995**	**93%**

***excludes RSTP budgeted expenses**

Expense Detail Cont'd

	FY 2022/23 Budget	FY 2022/23 Expenses	Notes/% of Budget
Planning			
Expenses by Work Element			**Current OWP: 22/23 Formal Amendment #5, approved 5/10/2023**
701.01 Development of Regional Transportation Plan (RTP)	341,748	223,638	**Planning funds are fully programmed by grant award,**
701.03 Performance Measures	35,535	14,722	**regardless of annual estimated expenditures. Unused funds**
701.09 Air Quality	13,109	2,503	**are carried over into the next fiscal year.**
701.11 Traffic Data Collection	26,886	22,692	**All work elements include indirect cost allocations**
701.14 Sustainable Community Strategies (SCS) Dev 20/21	261,223	160,245	
701.15 Sustainable Community Strategies (SCS) Dev 21/22	228,264	21,564	
701.16 Sustainable Community Strategies (SCS) Dev 22/23	238,146	7,149	
702.01 Transportation Improvement Program (TIPS)	130,616	119,346	
702.02 Overall Work Program (OWP) Development	244,111	72,639	
702.03 Grant Writing	13,594	10,628	
703.01 Active Transportation Planning	306,556	163,633	
703.01(CS) Active Transportation Planning - Complete Streets	21,732	21,732	2.5% of all FHWA planning funds must be dedicated to complete streets planning projects.
703.06 Shasta Trunk Lines	259,282	85,854	
704.01 Public Information	73,772	61,022	
705.02 GIS Applications	44,145	53,461	
705.05 Regional Travel Demand Model	159,617	102,120	
706.02 Transit Planning	170,040	160,313	
706.06 Greenhouse Gas	30,774	9,072	
707.01 FHWA Corridor Studies	81,165	41,739	
707.03 Plug-in (PEV)	35,284	33,411	
707.04 Goods & Freight	11,194	964	
707.09A SR273 Northern Section Multimodal Corridor Plan	630,116	80,914	SRTA portion of the grant; work began January 2023
707.09B SR273 Southern Section Multimodal Corridor Plan	500,000	157,773	Caltrans portion of the grant; Consultant expenses reimbursed by SRTA invoice to Caltrans
707.10 North State Intercity Bus to Rail Plan	325,625	39,608	
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	62,128	33,237	
708.03 Management of TDA	103,835	52,940	SSTAC, Unmet transit needs report, TDA Budget, etc.
708.04 Transit & CTSA Administration	57,530	51,942	
801.01 North State Super Region (NSSR)	18,009	24,208	$12,750 received in dues and pledges, remaining expenses are covered by SRTA Admin funds from LTF
Total Expenses by Work Element	**4,572,662**	**1,829,067**	**40%**

Expense Detail Cont'd

	FY 2022/23 Budget	FY 2022/23 Expenses	Notes/% of Budget
Planning Expenses by Fund Source			
Federal Highway Administration (FHWA)	1,092,720	937,037	**All funding sources include indirect cost allocations**
Federal Transportation Administration (FTA) 5303	123,469	123,887	
SRTA Local Transportation Fund (LTF)	765,190	967,876	Budgeted LTF expenditures in Overall Work Program (OWP)
Planning, Programming, and Monitoring	313,041	25,679	Shasta Trunk Lines and SR 273 Plan local match funds
North State Super Region (NSSR)	12,750	24,208	Expenses in excess of NSSR dues and sponsorships were paid by SRTA Admin LTF funds $11,459 for Town Hall; includes NSSR administrative support activities.
SB1 Formula Funding	492,879	164,499	Hydrogen Study & CTSA Zero Emission Fleet Rollout (701.14), Coordinated Transit (701.15), and Disadvantaged Communities Investment Strategy (701.16) Plans
State Highway Account (SHA) - Shasta Trunk Lines	205,685	76,358	
Strategic Partnerships - State Route 273 Corridor Plan	1,000,000	222,504	SRTA and Caltrans portions of the SPR grant; work began January 2023
Caltrans Sustainable FTA 5304 - North State Intercity Bus to Rail	288,276	31,843	
Non-Motorized Program - On OWP	200,000	34,740	
Regional Early Action Plan (REAP 2.0)	54,095	0	
Total Expenses by Fund Source	**4,548,105**	**2,573,891**	**57%**
Salaries and Benefits & Indirect Costs for Reimbursement	**3,440,267**	**1,915,286**	**56%**
Consultants	**1,264,509**	**430,977**	**34%**
Support Services, Conferences, Marketing, etc.	**10,443**	**21,617**	**207%**
TOTAL EXPENDITURES	**19,341,002**	**15,593,919**	**81%**