STAFF REPORT

MEETING DATE:	**April 26, 2016**
SUBJECT:	**Adopt Resolution 16-05 Approving Amendment #2 to the Fiscal Year 2015/16 Overall Work Program, Which Corrects Estimated Expenditures and Approve SRTA's Comprehensive FY 2015/16 Budget.**
AGENDA ITEM:	**8**
STAFF CONTACT:	**Sean Tiedgen, Senior Transportation Planner**

SUMMARY:

SRTA adopted a budget of $2,217,340 for the Fiscal Year (FY) 2015/16 Overall Work Program (OWP) on April 28, 2015. Amendments are introduced as needed with a final "true-up" done every April. Total estimated expenditures for the FY 2015/16 OWP is $2,366,758, with amendments. The board of directors also needs to adopt a comprehensive budget for the year, which is estimated to be $14,065,573. This is inclusive of the OWP and all other SRTA capital and operating funds.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Adopt Resolution Number 16-05 (Attachment A) approving Amendment #2 to the FY 2015/16 OWP, which decreases expenditures by $67,671, to a total amount of $2,366,758; and
2. Approve SRTA's 2015/16 comprehensive agency budget totaling $14,065,573 (Attachment C).

DISCUSSION:

FY 2015/16 OWP – The OWP describes the agency's planning activities for the fiscal year and documents the federal and state reimbursement sources. The OWP is periodically amended to reflect new or modified work activities and changes in financial status (such as a new grant award). All changes are trued-up each year in the April-revise of the OWP (see Attachment B for amended worksheets) through a formal amendment that must be reviewed and approved by the SRTA Board of Directors. Amendment #2 results in the net decrease of $67,671 and accomplishes the following:

- Redistributes SRTA staff labor among work elements to reflect the most current projections;
- Adjusts consultant, sub-recipient, and services and supplies budgets to reflect the most current projections; and
- Provides several narrative clarifications to work tasks and deliverables.

SRTA's Comprehensive Budget – The agency's comprehensive budget summarizes all SRTA activities, including those not part of the OWP, such as road capital funds, transit operation funds, and building ownership (Attachment C). Caltrans requires that SRTA submit a comprehensive budget document that reconciles to the OWP for that fiscal year. SRTA's comprehensive agency budget for FY 2015/16 totals $14,065,573.

ALTERNATIVES:

The board of directors may modify Amendment #2 to the FY 2015/16 OWP or the comprehensive budget, provided that such changes are consistent with the terms of applicable funding agreements.

OTHER AGENCY INVOLVEMENT:

Caltrans District 2, the Federal Highway Administration and the Federal Transit Administration review and approve formal OWP amendments. The State's deadline for formal OWP amendments is May 1 of each year. The Technical Advisory Committee reviewed the amendment and concurs with the staff recommendation.

FINANCING:

The fiscal impact of Amendment #2 is a decrease of $67,671 for a total FY 2015/16 OWP budget of $2,366,758. All changes to the OWP are highlighted in yellow in the attached worksheets. SRTA's comprehensive FY 2015/16 agency budget is $14,065,573, as shown in Attachment C.

Daniel S. Little, AICP, Executive Director

Attachments: A: Resolution Number 16-05: Amendment #2 to the FY 2015/16 OWP
B: Amended OWP Budget Summary Worksheet (changes highlighted)
C: Fiscal Year 2015/16 Budget Overview

RESOLUTION

RESOLUTION NUMBER:	**16-05**
SUBJECT:	**Amendment #2 to the Fiscal Year 2015/16 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, 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;

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Amendment #2 to the FY 2015/16 OWP, which adds the following:

- $36,369 in Planning, Programming and Monitoring (PPM);
- $65,622 in Proposition 84;
- $19,407 in Local Transportation Fund;

and which subtracts the following:

- $148,728 in Federal Planning;
- $2,687 in Federal Planning Carryover;
- $6,028 in Other funds; and
- $7,442 in Federal Transit Administration (FTA);

to coincide with the most current projected expenditures within each work element and in consistency with available funds.

BE IT FURTHER RESOLVED that Amendment #2 results in a total FY 2015/16 budget of $2,366,758 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 26th day of April, 2016, by the Shasta Regional Transportation Agency.

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Leonard Moty, Chair
Shasta Regional Transportation Agency

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY -

Summary of 2015/16 Overall Work Program Funding Requirements

Work Element	Description	FHWA PL	State Toll Credits	FHWA PL C/O	FTA 5303	FTA 5303 Carryover	FTA 5311(f)	LTF	TDA	PPM	Prop 84	Other (NSSR, Shasta Coll)	Reimb. & Planning Grants	SRTS	Total By Fund Source Proof
		100%	11.47%	100%	100%	100%		100%	100%	100%	100%	100%	100%	100%	
701	**System Planning**		Excluded from Totals												
701.01	Regional Transportation Plan	53,496	16,459	90,000											143,496
701.03	Performance Measures	9,516	1,092												9,516
701.06	Interagency Coord & Policy Monitoring	54,560	6,258					3,000							57,560
701.07	Sustainable Communities Plng (Rnd 2)							52,852			237,731				290,583
701.09	Air Quality	4,115	472												4,115
701.11	Transp Data Collection & Reporting		4,583	39,955											39,955
	Total Work Element 701	121,687	28,863	129,955	0	0	0	55,852	0	0	237,731	0	0	0	545,225
702	**Work Program and Administration**														
702.01	Transportation Improvement Programs	65,245	7,484												65,245
702.02	Overall Work Program	152,414	17,482												152,414
	Total Work Element 702	217,659	24,965	0	0	0	0	0	0	0	0	0	0	0	217,659
703	**Non-Motorized**														
703.01	Active Transportation Planning									101,277			0		101,277
	Total Work Element 703	0	0	0	0	0	0	0	0	101,277	0	0	0	0	101,277
704	**Public and Agency Participation**														
704.01	Public Information & Participation		6,185	53,920				13,480							67,400
	Total Work Element 704	0	6,185	53,920	0	0	0	13,480	0	0	0	0	0	0	67,400
705	**Technology Applications**														
705.02	GIS Applications		10,749	93,717								2,000	90,300		186,017
705.05	Regional Travel Demand Model	34,724	3,983												34,724
	Total Work Element 705	34,724	14,732	93,717	0	0	0	0	0	0	0	2,000	90,300	0	220,741
706	**Public Transportation Planning**														
706.02	Public Transportation Plng & Coord	0	12,153	0	105,953	31,264	30,000	0	0	4,053	0	0	0	0	171,271
706.06	Public Transporattion Support	20,935	2,401										0		20,935
	Total Work Element 706	20,935	14,554	0	105,953	31,264	30,000	0	0	4,053	0	0	0	0	192,206
707	**Special Projects**														
707.01	Corridor Studies & Project Review	24,992	5,731	24,975											49,967
707.02	Safe Routes to School Grant													136,330	136,330
707.03	PEV Planning & Policy		1,041	9,079											9,079
707.04	Freight & Goods Movement Plng		1,935	16,868									125,000		141,868
	Total Work Element 707	24,992	8,707	50,922	0	0	0	0	0	0	0	0	125,000	136,330	337,245
708	**Manage Transportation Development Act**														
708.03	Transportation Development Act							102,022							102,022
708.04	Transit and CTSA Agency Administration							23,853	554,000						577,853
	Total Work Element 708	0	0	0	0	0	0	125,874	554,000	0	0	0	0	0	679,874
800	**Other**														
801.01	North State Super Region											5,133			5,133
	Total Work Element 800	0	0	0	0	0	0	0	0	0	0	5,133	0	0	5,133
Total of Budget by Fund Source		419,997	98,007	328,514	105,953	31,264	30,000	195,206	554,000	105,330	237,731	7,133	215,300	136,330	2,366,758

Planning/Administration Funds by Jurisdiction

	SRTA	380,022	98,007	328,514	105,953	31,264	30,000	195,206	0	105,330	222,731	7,133	215,300	8,019	1,629,472
	RABA Administration								530,000						530,000
	City of Redding	39,975													39,975
	Shasta Lake City	0									15,000				15,000
	Cty of Shasta- Health & Human Services													128,311	128,311
	County of Shasta- TDA Administration								24,000						24,000
	Total Plng/Admin Funds by Juris.	419,997	98,007	328,514	105,953	31,264	30,000	195,206	554,000	105,330	237,731	7,133	215,300	136,330	2,366,758

Capital Infrastructure & Transit Agency Operations

	Description	RTSP	LTF	STA	LCTOP										Total By Fund Source Proof
	RSTP Streets & Roads	1,618,729													1,618,729
	LTF Streets & Roads		4,691,942												4,691,942
	LTF Transit Operation		1,295,492												1,295,492
	STA Transit Operation			1,268,452											1,268,452
	SRTA		144,068												144,068
	Low-Carbon Transit Oper Program 14-15				62,657										62,657
	Low-Carbon Transit Oper Program 15-16				182,537										182,537
	CTSA		243,431												243,431
	Rural Non-motorized 14-15		304,600												304,600
	Rural Non-motorized 15-16		400,000												400,000
	2% TDA Bike & Pedestrian Program 14-15		50,000												50,000
	2% TDA Bike & Pedestrian Program 15-16		148,395												148,395
	Total Operational and Capital	1,618,729	7,277,928	1,268,452	245,194	0	0	0	0	0	0	0	0	0	10,410,303

Shasta Regional Transportation Agency
Overall Budget
July 2015 through June 2016

		Jul '15 - Jun 16
Ordinary Income/Expense		
Income		
41100 · Federal Highway Adminstration		873,109.00
41300 · Planning, Program. and Monit		68,961.00
41400 · Proposition 84		237,589.00
41500 · Federal Transit Administration		0.00
41900 · Federal Transit Adm 5303		144,659.00
41930 · FTA 5311 (F)		30,000.00
42100 · Local Transportation Fund		7,106,648.00
42200 · State Transit Assistance Fund		1,268,452.00
42650 · Exchange Funds		1,618,729.00
42700 · TDA		0.00
42710 · TDA Administration		183,319.00
42725 · Non-Motorized 15-16		400,000.00
42740 · Non- Motorized 14-15		304,600.00
42760 · TDA 2% Bike & Ped 13-14		50,000.00
42764 · 2% Bike & Ped 15-16		148,395.00
42770 · LCTOP (2014-15)		62,657.00
42780 · LCTOP (2015-16)		182,537.00
42800 · Safe Routes to Schools		19,087.00
42810 · Safe Routes- ATP Cycle 1		120,000.00
42860 · RCEA		0.00
42910 · Shasta College		2,000.00
42920 · Super Region Fees		5,841.00
42950 · City of Redding-GIS Reimburseme		40,000.00
42953 · City of Anderson-GIS Reimbursem		10,000.00
42955 · City of Shasta Lake- IS Reimbur		10,000.00
42957 · WSRCD-GIS Reimbursement		300.00
42960 · McConnell Foundation		30,000.00
42970 · Caltrans Planning Grant		125,000.00
42980 · CTSA Revenue		243,432.00
43300 · Rental Income		
43310 · Rental Income- Suite 101	51,276.00	
43320 · Rental Income- Suite 201	7,500.00	
43350 · Vacancy Loss	(1,176.00)	
Total 43300 · Rental Income		57,600.00
43400 · LTF Rent Subsidy		13,926.00
Total Income		13,356,841.00
Cost of Goods Sold		
50000 · Cost of Goods Sold		0.00
Total COGS		0.00
Gross Profit		13,356,841.00
Expense		
51000 · Personnel		
51100 · Salaries and Wages	0.00	
51000 · Personnel - Other	887,521.00	
Total 51000 · Personnel		887,521.00
55000 · Consultants		
55005 · City of Anderson on OWP	15,000.00	
55010 · City of Redding on OWP	20,000.00	
55015 · City of Shasta Lake on OWP	54,975.00	
55017 · City of Shsta Lk 2% Bike 13-14	0.00	
55020 · Vestra	0.00	
55030 · DKS Associates	15,000.00	
55050 · Shasta County Mental Health-OWP	8,311.00	
55055 · County of Shasta - OWP	0.00	
55056 · Cnty of Shasta- Non-Motor 14-15	304,600.00	
55058 · Shasta County Mental Health-ATP	120,000.00	
55070 · Shasta College	2,000.00	

Shasta Regional Transportation Agency
Overall Budget
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		Jul '15 - Jun 16
55085 · Rincon	0.00	
55100 · Civic Plus	3,838.00	
55105 · KIXE	9,521.00	
55115 · Green Dot	90,000.00	
55120 · Interwest	26,513.00	
55125 · Sharrah Dunlap	57,020.00	
55130 · Miyamoto International	20,000.00	
55135 · Mogavero Architects, Inc	45,000.00	
55140 · Center for Policy and Research	30,000.00	
55155 · Mark Buschgens	480.00	
55160 · Consultant- Non Motor 15-16	400,000.00	
55165 · City of Anderson 2% B&P 13-14	50,000.00	
55175 · Consultant- 2% B&P 15-16	148,395.00	
55205 · Consultant LCTOP 14-15	62,657.00	
55210 · Consultant- LCTPO 15-16	182,537.00	
55220 · Geoterra	132,300.00	
55225 · New Venture Advisors	94,759.00	
55230 · Marked by Design	4,800.00	
55000 · Consultants - Other	81,818.00	
Total 55000 · Consultants		1,979,524.00
60250 · Books and Educational materials		1,000.00
60260 · Building Occupancy		0.00
60300 · Communication		
60340 · Elevator	346.00	
60300 · Communication - Other	6,752.00	
Total 60300 · Communication		7,098.00
60350 · Computer Support		
60370 · Annual Web Hosting	476.00	
60350 · Computer Support - Other	14,000.00	
Total 60350 · Computer Support		14,476.00
60400 · Conferences		800.00
60500 · Depreciation		56,435.00
60600 · Dues and Supscriptions		6,600.00
61000 · Insurance		
61500 · Liability	0.00	
61600 · Property	1,237.00	
61000 · Insurance - Other	9,463.00	
Total 61000 · Insurance		10,700.00
61670 · Interest		
61675 · Suite 201	4,169.00	
61670 · Interest - Other	21,938.00	
Total 61670 · Interest		26,107.00
61690 · Licenses		17,000.00
61700 · Meetings		3,000.00
62000 · Postage		300.00
63000 · Professional Services		
63200 · Auditing	46,600.00	
63300 · Legal	4,000.00	
63400 · Human Resources	13,875.00	
63500 · EAP Services	900.00	
63600 · FSA Administration	900.00	
63700 · Actuary	0.00	
66100 · Human Resources-Teamwork	3,960.00	
Total 63000 · Professional Services		70,235.00
63900 · Public Notice		1,000.00
64000 · Rent		0.00
65000 · Repairs and Maintenance		

Shasta Regional Transportation Agency
Overall Budget
July 2015 through June 2016

	Jul '15 - Jun 16		
65100 · Building		9,351.00	
65200 · Equipment		0.00	
65300 · Janitoral		1,552.00	
65350 · Copier		4,000.00	
65360 · Elevator		2,500.00	
65370 · Landscape		2,801.00	
65000 · Repairs and Maintenance - Other		0.00	
Total 65000 · Repairs and Maintenance			20,204.00
65400 · Security			2,399.00
65450 · Software			4,400.00
65500 · Supplies			
65510 · Computer		0.00	
65520 · Office		9,200.00	
65530 · Small Equipment		18,600.00	
65500 · Supplies - Other		29,800.00	
Total 65500 · Supplies			57,600.00
65600 · Taxes-Property			5,100.00
67000 · Travel			600.00
68000 · Utilities			
68100 · Electric		13,527.00	
68200 · Natural Gas		573.00	
68300 · Sewer		700.00	
68400 · Water		700.00	
68500 · Garbage		500.00	
68000 · Utilities - Other		0.00	
Total 68000 · Utilities			16,000.00
69000 · Payments to Cities and Counties			
69100 · City of Redding			
69110 · RABA-STA	1,069,641.00		
69120 · Local Transportation Fund	1,593,794.00		
69130 · Exchange Funds	1,164,692.00		
69470 · LTF for RABA	1,688,165.00		
Total 69100 · City of Redding		5,516,292.00	
69200 · City of Anderson			
69220 · Local Transportation Fund	354,326.00		
69230 · Exchange Funds	132,115.00		
69250 · STA Payments	127,829.00		
69270 · LTF for RABA	7,329.00		
Total 69200 · City of Anderson		621,599.00	
69300 · City of Shasta Lake			
69320 · Local Transportation Fund	360,039.00		
69330 · Exchange Funds	129,436.00		
69340 · STA Payments	138,423.00		
69370 · LTF for RABA	5,810.00		
Total 69300 · City of Shasta Lake		633,708.00	
69400 · County of Shasta			
69420 · Local Transportation Funds	2,550,743.00		
69430 · Exchange Funds	192,486.00		
Total 69400 · County of Shasta		2,743,229.00	
Total 69000 · Payments to Cities and Counties			9,514,828.00
69600 · Shasta Snr Nutr. - LTF/TDA			243,432.00
69910 · Payments to SRTA for 2% Bike &			148,395.00
69920 · Payments to SRTA Under TDA			327,388.00
69940 · Non-motorized Payments to SRTA			400,000.00

Shasta Regional Transportation Agency
Overall Budget
July 2015 through June 2016

	Jul '15 - Jun 16
69950 · Payments to SRTA for CTSA	243,431.00
70000 · Indirect Cost Allocation	
70100 · Indirect Cost Allocation	0.00
70000 · Indirect Cost Allocation - Other	0.00
Total 70000 · Indirect Cost Allocation	0.00
Total Expense	14,065,573.00
Net Ordinary Income	(708,732.00)
Other Income/Expense	
Other Income	
80100 · Transfers In	85,964.00
80200 · Transfers Out	(85,964.00)
Total Other Income	0.00
Other Expense	
90003 · Use of Money and Property	(711,076.00)
91001 · Architecture Fees	21,640.00
91003 · Permits & Fees	5,370.00
91005 · Construction	528,000.00
91006 · Construction Contingency	53,000.00
91009 · IT Support	4,200.00
91011 · Equipment	8,800.00
91013 · Furniture	10,000.00
92001 · Principal Payments	80,066.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	(708,732.00)