



STAFF REPORT

MEETING DATE: October 10, 2017
SUBJECT: Approve Amendment #2 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 changes requested by Caltrans, increased funding for environmental work related to the 2018 Regional Transportation Plan, and updated expenditures for the Sunday Transit Service project and the cities of Redding and Shasta Lake projects.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve Amendment #2 to SRTA's FY 2017/18 budget and Overall Work Program pursuant to Resolution 17-12 (Attachment A), thereby increasing SRTA's comprehensive FY 2017/18 budget by \$118,452, for a total of \$13,797,861; and
2. Authorize the executive director to submit all documentation to Caltrans for review and approval.

DISCUSSION:

SRTA's budget and Overall Work Program (OWP) must be amended to update several work element budgets. Changes are provided in full detail via Attachment B and summarized below in Table 1.

Table 1: Summary of FY 2017/18 OWP Amendment #2 Changes

#	Work Element	Original Consultant Budget	New Consultant Budget	Budget impact
701.01	Regional Transportation Plan	\$35,000	\$68,601	+\$33,601
703.04	GoShasta Active Transportation Plan	\$66,000	\$0.00	\$0
703.04b	GoShasta Active Transportation Plan (grant funds)	\$0.00	\$66,000	
706.08	Sunday Transit Service Demonstration Project	\$30,000	\$49,320	+\$19,320
901.01	Hilltop Drive Corridor Signal Optimization Study	\$15,000	\$37,227	+\$22,227
902.01	Cascade Blvd. Sustainable Development Assessment	\$45,000	\$80,000	+\$35,000
902.02	Micro-transit Analysis & Recommendations	\$27,500	\$35,804	+\$8,304
Combined Budget Impact:				+\$118,452

With regard to the Regional Transportation Plan (Work Element 701.01), \$35,000 was originally budgeted for an initial study of environmental impacts consistent with a minor update. After entering into a contract with the consultant and discussing the growing list of items that the 2018 Regional Transportation Plan must address, it was determined that a more comprehensive Supplemental Environmental Impact Report is necessary. The proposed amendment adds an additional \$33,601 for the expanded scope of work, for a total budget of \$68,601. Whereas the board of directors previously authorized a consultant contract amount of up to \$75,000 for environmental support services, a contract amendment is not necessary.

With regard to the GoShasta Active Transportation Plan (Work Element 703.04), Caltrans Headquarters requested that SRTA separate grant funds from other funds being used for the project. A new sub-task work element (703.04b) has been added for this purpose. There is no change in the budget amount.

Project budgets for the city of Redding (Work Element 901.01), the city of Shasta Lake (Work Element 902.01 and 902.02), and the Sunday Transit Service project (Work Element 706.08) have been updated to account for estimated funds not spent from the prior fiscal year due to project schedules. The net effect is an increase of \$84,851 to the budget.

ALTERNATIVES:

The board of directors may modify Amendment #2 to the SRTA 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:

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

FINANCING:

Amendment #2 reflects an increase of \$118,452 in SRTA's FY 2017/18 budget, \$84,851 of which is carryover from the prior year. The comprehensive budget now totals \$13,797,861, while the FY 2017/18 OWP totals \$3,660,228 for planning activities. Funding increases are within SRTA's estimated grant revenues for fiscal years 2017/18 and 2018/19. Funding changes are summarized in Resolution 17-12 (Attachment A) and highlighted in yellow in Attachments B and C.

Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution Number 17-12: Amendment #2 to SRTA's Fiscal Year 2017/18 Budget and OWP

B: Amended OWP Budget Worksheets (changes highlighted in yellow) are available online at: <http://www.srta.ca.gov/DocumentCenter/View/3794>

C: Amended SRTA Comprehensive Fiscal Year 2017/18 Budget (changes highlighted in yellow) (*Not available at TAC*)

Attachment A



RESOLUTION

RESOLUTION NUMBER:	17-12
SUBJECT:	Amendment #2 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 #2 reflects Caltrans' request to separate out grant funds from all other funds for the GoShasta project (work element 703.04) by creating a new sub-task work element (703.04b) resulting in a net increase of \$20,000 in Local Transportation Funds; and

WHEREAS, Amendment #2 reflects remaining consultant balances for the Sunday Service Transit project (work element 706.08) resulting in a net increase of \$19,320 to the FY 2017/18 OWP budget; and

WHEREAS, Amendment #2 results in a change in estimated revenue and expenses due to increased costs for environmental support services for SRTA's 2018 Regional Transportation Plan, resulting in a net increase of \$33,601 in both revenue and expenses to SRTA's FY 2017/18 OWP budget for planning activities; and

WHEREAS, Amendment #2 reflects updated fund balances for local city planning projects awarded through SRTA's OWP, resulting in a net increase of \$45,531 in both revenues and expenses to SRTA's FY 2017/18 OWP budget; and

WHEREAS, 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 #2 to the FY 2017/18 OWP, for a net increase of \$118,452, to coincide with the most current projected expenditures and revenues with the following changes by fund source:

<u>Fund Source:</u>	<u>Amount:</u>
• Federal Planning:	\$33,601
• Federal Planning Carryover:	\$45,531
• Local Transportation Fund:	\$39,320
Total:	\$118,452

BE IT FURTHER RESOLVED that Amendment #2 results in a total FY 2017/18 OWP budget of \$3,660,228 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

BE IT FURTHER RESOLVED that Amendment #2 results in a net increase of \$118,452 in both revenue and expenses to SRTA's FY 2017/18 comprehensive budget, resulting in a final budget of \$13,797,861.

PASSED AND ADOPTED this 10th day of October, 2017, by the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency