



STAFF REPORT

MEETING DATE:	October 9, 2018
SUBJECT:	Approve Amendment #3 to SRTA's Fiscal Year 2018/19 Budget and Overall Work Program
AGENDA ITEM:	8
STAFF CONTACT:	Sean Tiedgen, AICP, Senior Transportation Planner

SUMMARY:

An amendment to SRTA's fiscal year (FY) 2018/19 budget and Overall Work Program (OWP) is needed to reflect new grant funds, potential changes to staffing, and minor updates based on project schedules. The net effect is an increase of \$278,932 in the agency expenditures and revenues for a total of \$12,370,298.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Amendment #3 to SRTA's FY 2018/19 budget and Overall Work Program pursuant to Resolution 18-14 (Attachment A), thereby increasing SRTA's FY 2018/19 budget by \$278,932 for a total of \$12,370,298.

DISCUSSION:

SRTA's budget and Overall Work Program (OWP) must be amended periodically to reflect changes in grant funding or workload. Two previous administrative amendments were submitted and approved by Caltrans with no change to SRTA's overall budget (see agenda item 5-5). A formal amendment is needed to reflect new transit and formula planning funds awarded to SRTA and proposed staffing changes to address SRTA's growing workload, which are summarized below.

FY 2018/19 Senate Bill 1 (SB1) Formula Funds – SB 1 provides competitive and formula grant funding for planning projects that support the implementation of a region's Regional Transportation Plan (RTP) and Sustainability Communities Strategy (SCS). Caltrans notified SRTA that the agency was awarded \$163,172 in SB 1 formula grant funds (Attachment D). SRTA must develop a new work element with eligible activities in the OWP and receive approval from Caltrans before funds can be received. A minimum cash/in-kind match of \$21,141 must also be provided. Staff developed Work Element 701.12 (SCS Implementation Technical Support) to meet award requirements (see page nine of Attachment B).

Transit and Intercity Rail Capital Program (TIRCP) Funds – SRTA was awarded a \$8,641,000 TIRCP grant for the intercity bus project. Funds cover capital expenditures and staff and consultant time for project planning and administration. Staff time is allocated under Work Element 706.09 (North State Intercity Bus System Administration and Operations).

Change Part-Time Planner Position to Full-Time – The HR Committee met on September 13, 2018, to review and discuss SRTA's growing workload due to SRTA's implementation of multi-year transit projects (intercity bus and Sunday transit) and new federal and state program requirements. One

full-time position is needed to handle the additional workload, which is offset by the additional TIRCP and SB1 funds SRTA is receiving for transit and planning projects. The HR Committee concurs with the staff recommendation to promote the part-time assistant transportation planner to a permanent, full-time position. Adding a full-time assistant transportation planner position increases SRTA's budget by approximately \$71,450.

Other Work Elements – Various other work elements were updated to reflect minor changes in the allocation of staff hours among work elements and project schedules. Increased hours on some work elements were offset by reduced hours in other work elements.

ALTERNATIVES:

The board of directors may modify Amendment #3 to SRTA's FY 2018/19 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. A draft of the new Work Element 701.12 (SCS Implementation Technical Support) was reviewed by Caltrans. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation.///*

FISCAL IMPACT:

Amendment #3 increases SRTA's FY 2018/19 comprehensive budget by \$278,932 for a total of \$12,370,298. SRTA's OWP budget increases by \$256,304 for planning activities. Changes are summarized in Resolution 18-14 (Attachment A) and highlighted in yellow in Attachments B and C.

Daniel S. Little, AICP, Executive Director

Attachments:

- A: Resolution Number 18-14: Amendment #3 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 2018/19 Budget
- D: SB 1 Planning Grant Award Letter (June 22, 2018)

RESOLUTION



RESOLUTION NUMBER:	18-14
SUBJECT:	Amendment #3 to SRTA's Fiscal Year 2018/19 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, Caltrans received and approved two previous administrative amendments; and

WHEREAS, Amendment #3 reflects new funding received from Senate Bill 1 (SB 1); and

WHEREAS, Amendment #3 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 #3 to the FY 2018/19 OWP, for a net increase of \$256,304, 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 Carryover:	-\$13,565
• FTA 5303 Carryover:	+\$13
• Local Transportation Fund:	+\$66,509
• Planning Programming and Monitoring:	-\$20,813
• Other	-\$85,297
• TIRCP	+\$146,310
• SB 1 Formula Funds	+\$163,172
• <u>Safe Routes to Schools:</u>	<u>-\$25</u>

Total: +\$256,304

BE IT FURTHER RESOLVED that Amendment #3 results in a net increase of \$278,932 in both revenue and expenses to SRTA's FY 2018/19 comprehensive budget, resulting in a final budget of \$12,370,298.

BE IT FURTHER RESOLVED that Amendment #3 results in a total FY 2018/19 OWP budget of \$2,944,453 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 9th day of October 2018, by the Shasta Regional Transportation Agency.

Susie Baugh, Chair
Shasta Regional Transportation Agency

Shasta Regional Transportation Agency
Profit & Loss Budget Overview
 July 2018 through June 2019

Ordinary Income/Expense

Income	Amend #3	Change	Original
41100 - Federal Highway Administration	880,936.00	(11,750.00)	892,686.00
41300 - Planning, Program, and Monit	202,992.00		202,992.00
41500 - Federal Transit Administration	80,155.00	13.00	80,142.00
41925 - Federal Transit Adm 5304	350,000.00		350,000.00
41950 - SPR	17,351.00		17,351.00
TIRCP	146,310.00	60,553.00	85,757.00
State of Good Repair	251,894.00		251,894.00
SB1	163,172.00	163,172.00	0.00
42100 - Local Transportation Fund	8,023,609.00	66,509.00	7,957,100.00
42200 - State Transit Assistance Fund	1,324,615.00		1,324,615.00
42650 - Exchange Funds	0.00		0.00
42710 - TDA Administration	316,856.00	(25.00)	316,881.00
42800 - Safe Routes to Schools	171,912.00		171,912.00
42860 - RCEA	1,000.00		1,000.00
42910 - Shasta College	2,500.00	500.00	2,000.00
42920 - Super Region Fees	3,387.00	(40.00)	3,427.00
42980 - CTSA Revenue	363,013.00		363,013.00
43100 - Interest Income	0.00		0.00
43300 - Rental Income	0.00		0.00
43310 - Rental Income- Suite 101	11,616.00		11,616.00
43320 - Rental Income- Suite 201	58,980.00		58,980.00
43350 - Vacancy Loss	0.00		0.00
Total 43300 - Rental Income	70,596.00		70,596.00
Total Income	12,370,298.00		12,091,366.00
Gross Profit	12,370,298.00		12,091,366.00

Expense			
51000 - Personnel - Other	1,122,349.00	56,311.00	1,066,038.00
55000 - Consultants			
55010 - City of Redding on OWP	5,000.00		5,000.00
55015 - City of Shasta Lake on OWP	5,000.00		5,000.00
55058 - Shasta County Mental Health-ATP	170,000.00		170,000.00
55070 - Shasta College	2,500.00	500.00	2,000.00
55085 - Rincon	10,000.00		10,000.00
55100 - Civic Plus	4,450.00		4,450.00
Alta	350,000.00		350,000.00
Mobility Planners	21,157.00	12,157.00	9,000.00
55000 - Consultants - Other	430,665.00	233,314.00	197,351.00
Total 55000 - Consultants	998,772.00		752,801.00
60100 - Advertising	1,300.00		1,300.00
60250 - Books and Educational materials	1,000.00		1,000.00
60300 - Communication			
60310 - Cell Phone	3,500.00		3,500.00
60320 - Internet	1,800.00		1,800.00
60330 - Telephone	5,700.00		5,700.00
60340 - Elevator	1,000.00		1,000.00
Total 60300 - Communication	12,000.00		12,000.00
60350 - Computer Support			
60355 - T/S in Scope	18,000.00		18,000.00
60357 - TS-Out of Scope	4,300.00		4,300.00
60360 - Hosted Backup (Axcient)	3,700.00		3,700.00
60365 - MxLogic	500.00		500.00
60370 - Annual Web Hosting	800.00		800.00
60395 - ESET Protection	500.00		500.00
60397 - Office 365 Agreement	700.00		700.00
Total 60350 - Computer Support	28,500.00		28,500.00
60400 - Conferences	4,000.00		4,000.00
60500 - Depreciation-Building	67,300.00		67,300.00
60510 - Depreciation-Equipment	6,300.00		6,300.00
60600 - Dues and Subscriptions	8,500.00		8,500.00
60700 - Education and Training	1,000.00		1,000.00
61000 - Insurance			
61400 - Fidelity	1,000.00		1,000.00
61500 - Liability	5,000.00		5,000.00
61600 - Property	4,500.00		4,500.00
61610 - Guardian Invoice Adm Fee	0.00		0.00
61620 - CalPers Invoice Adm Fee	0.00		0.00
61630 - Benefit Administration Fee	0.00		0.00
61640 - PERS Bi-Annual Premium	0.00		0.00
61650 - Survivor Benefits	0.00		0.00
Total 61000 - Insurance	10,500.00		10,500.00
61670 - Interest			
61675 - Suite 201	0.00		0.00
61680 - Suite 202	20,800.00		20,800.00
61670 - Interest - Other	4,000.00		4,000.00
Total 61670 - Interest	24,800.00		24,800.00
61690 - Licenses	19,000.00		19,000.00
61700 - Meetings	1,000.00		1,000.00
62000 - Postage	2,000.00		2,000.00
62500 - Printing	0.00		0.00
63000 - Professional Services			
63200 - Auditing	50,000.00		50,000.00
63300 - Legal	8,000.00		8,000.00
63500 - EAP Services	600.00		600.00
63600 - FSA Administration	1,200.00		1,200.00
63700 - Actuary	1,200.00		1,200.00
66100 - Human Resources-Teamwork	27,851.00	1,080.00	26,771.00
Total 63000 - Professional Services	88,851.00		87,771.00
63900 - Public Notice	500.00		500.00
65000 - Repairs and Maintenance			
65100 - Building	5,400.00		5,400.00
65200 - Equipment	11,000.00		11,000.00
65300 - Janitorial	10,700.00		10,700.00
65350 - Copier	6,000.00		6,000.00
65360 - Elevator	1,000.00		1,000.00
65370 - Landscape	3,000.00		3,000.00
Total 65000 - Repairs and Maintenance	37,100.00		37,100.00

65400 - Security	0.00		0.00
65450 - Software	7,000.00	(1,000.00)	8,000.00
65500 - Supplies			
65510 - Computer	0.00		0.00
65520 - Office	49,750.00		49,750.00
65530 - Small Equipment	0.00		0.00
65500 - Supplies - Other	0.00		0.00
Total 65500 - Supplies	49,750.00		49,750.00
65600 - Taxes-Property	0.00		0.00
67000 - Travel - Other	0.00		0.00
Total 67000 - Travel	5,000.00		5,000.00
68000 - Utilities			
68100 - Electric	9,550.00		9,550.00
68200 - Natural Gas	1,100.00		1,100.00
68300 - Sewer	450.00		450.00
68400 - Water	450.00		450.00
68500 - Garbage	850.00		850.00
Total 68000 - Utilities	12,400.00		12,400.00
69000 - Payments to Cities and Counties			
69100 - City of Redding			
69110 - RABA-STA	963,463.00		963,463.00
69120 - Local Transportation Fund	758,574.00		758,574.00
69130 - Exchange Funds	0.00		0.00
69470 - LTF for RABA	2,584,359.00		2,584,359.00
Total 69100 - City of Redding	4,306,396.00		4,306,396.00
69200 - City of Anderson			
69220 - Local Transportation Fund	347,873.00		347,873.00
69230 - Exchange Funds	0.00		0.00
69250 - STA Payments	110,996.00		110,996.00
69270 - LTF for RABA	35,111.00		35,111.00
Total 69200 - City of Anderson	493,980.00		493,980.00
69300 - City of Shasta Lake			
69320 - Local Transportation Fund	334,294.00		334,294.00
69330 - Exchange Funds	0.00		0.00
69340 - STA Payments	109,305.00		109,305.00
69370 - LTF for RABA	42,690.00		42,690.00
Total 69300 - City of Shasta Lake	486,289.00		486,289.00
69400 - County of Shasta			
69420 - Local Transportation Funds	2,556,985.00		2,556,985.00
69430 - Exchange Funds	0.00		0.00
69480 - STA Payments	214,674.00		214,674.00
Total 69400 - County of Shasta	2,771,659.00		2,771,659.00
Total 69000 - Payments to Cities and Counties	8,058,324.00		8,058,324.00
69600 - Shasta Snr Nutr. - LTF/TDA	363,013.00		363,013.00
69910 - Payments to SRTA for 2% Bike &	148,168.00		148,168.00
69920 - Payments to SRTA Under TDA	564,269.00		564,269.00
69940 - Non-motorized Payments to SRTA	142,923.00		142,923.00
69950 - Payments to SRTA for CTSA	363,013.00		363,013.00
State of Good Repair	251,894.00		251,894.00
70000 - Indirect Cost Allocation			
70100 - Indirect Cost Allocation	0.00		0.00
Total 70000 - Indirect Cost Allocation	0.00		0.00
Total Expense	12,400,526.00		12,098,164.00
Net Ordinary Income	(30,228.00)		(6,798.00)
Other Income/Expense			
Other Income			
90003 - Use of Money and Property	57,336.00		57,336.00
Total Other Income	57,336.00		57,336.00
Other Expense			
91009 - IT Support	0.00		0.00
91011 - Equipment	0.00		0.00
91013 - Furniture	0.00		0.00
92001 - Principal Payments	57,336.00		57,336.00
Total Other Expense	57,336.00		57,336.00
Net Other Income	0.00		0.00
Net Income	(30,228.00)	23,430.00	(6,798.00)

DEPARTMENT OF TRANSPORTATION**DIVISION OF TRANSPORTATION PLANNING**

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*Making Conservation
a California Way of Life.*

Attachment D

June 22, 2018

Mr. Dan Little
Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Dear Mr. Little:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations for the recent award of the following State transportation planning formula grant for Fiscal Year (FY) 2018–19:

Grant Program: Road Maintenance and Rehabilitation Account (Senate Bill 1) – Sustainable Communities Formula Grants

Formula Grant Award:	\$163,172
Local Match:	\$21,141
Total Project Amount:	\$184,313

The formula grant amount above is pending each Metropolitan Planning Organization's (MPO) ability to meet the carryover threshold of at or below 100 percent of the annual Federal Highway Administration (FHWA) Planning (PL) allocation. Final allocations will be sent by the end of October 2018 to allow the eligible MPOs to amend their grant amounts by December 1, 2018.

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. All conditions must be fulfilled no later than December 1, 2018, unless stated otherwise. Failure to fulfill conditions of grant acceptance by the afore-mentioned date will result in forfeiture of grant funds. Also, please note that final products and final requests for reimbursements must be submitted to Caltrans no later than April 28, 2021.

Conditions of Grant Acceptance

These State formula grant funds cannot be encumbered until the following conditions are fulfilled:

1. Consolidated Planning Grant Carryover is at or below 100 percent of the annual FHWA PL allocation upon completion of the FY 17-18 reconciliation process by October 1, 2018.

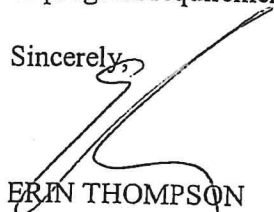
Mr. Little
June 22, 2018
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2. The FY 2018–19 Overall Work Program (OWP) and OWP Agreement (OWPA) are amended and incorporated Caltrans comments for draft OWP Sustainable Communities Formula-funded activities. The entire grant award and local match must be programmed in the FY 18-19 OWP no later than December 1, 2018. Approved grant projects must be identified as individual Work Elements in the current OWP and in future OWPs until the project is completed.
3. Submit a list of Sustainable Communities Formula-funded grant projects and project descriptions to Caltrans.

Once the project is underway, quarterly status updates will be required as part of the OWP Quarterly Progress and Expenditure Report, including a transmittal memo noting the percentage of project work completed. If this reporting method is not adequately satisfied, a separate narrative quarterly progress report will be required to monitor project activities. Lastly, request for reimbursement with the required minimum local match can be submitted monthly, but must be submitted quarterly.

Please contact Aaron Casas, District 2 Liaison, at (530) 225-4732 or Gilbert Valencia, Headquarters Liaison, at (916) 653-3076, if you have any questions concerning these grant funds or program requirements.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional Planning

c: Dan Wayne, Senior Transportation Planner, SRTA
Kathy Grah, Chief, Regional Planning, Caltrans, District 2
Aaron Casas, Associate Transportation Planner, Caltrans, District 2
Gilbert Valencia, Transportation Planner, Caltrans, Headquarters