

STAFF REPORT



MEETING DATE:	April 25, 2017
SUBJECT:	Approve Amendment #3 to SRTA's Fiscal Year 2016/17 Budget and Overall Work Program
AGENDA ITEM:	5-10
STAFF CONTACT:	Sean Tiedgen, AICP, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Amendment #3 to SRTA's fiscal year (FY) 2016/17 budget and Overall Work Program (OWP) pursuant to Resolution 17-06 (Attachment B), thereby decreasing SRTA's comprehensive FY 2016/17 budget by \$157,664, for a total of \$14,019,662

DISCUSSION:

SRTA's annual comprehensive budget covers all agency activities, including planning activities, road capital projects, non-motorized projects, transit operations, and building ownership. SRTA's current comprehensive FY 2016/17 budget totals \$14,177,326, and is inclusive of the OWP budget (\$2,951,241) for planning activities.

Amendment #3 includes minor narrative clarifications to OWP work tasks and deliverables as well as adjustments to estimated consultant expenditures due to: updated project schedules; the addition of a new work element 706.08 for a Sunday Transit Service Demonstration Project; and slower than anticipated expenditures of the cities of Redding and Shasta Lake planning project budgets. Attachment A summarizes the changes made to the OWP.

ALTERNATIVES:

The board of directors may modify Amendment #3 to the SRTA FY 2016/17 budget, provided that such changes are consistent with 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 formal OWP amendments. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FINANCING:

Amendment #3 decreases SRTA's FY 2016/17 comprehensive budget by \$157,664, and reflects a reduction of \$273,900 for FY 2016/17 OWP planning activities. Funding changes are summarized in Resolution 17-06 (Attachment B) and highlighted in yellow in Attachments C and D.

A handwritten signature in blue ink, appearing to read "Daniel S. Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachments:

- A: Summary of Changes to Work Elements in FY 2016/17 Overall Work Program.
- B: Resolution Number 17-06: Amendment #3 to SRTA's Fiscal Year 2016/17 Budget and OWP
- C: Amended OWP Budget Worksheets (changes highlighted)
- D: Amended SRTA Comprehensive Fiscal Year 2016/17 Budget (changes highlighted)

Attachment A

Summary of Changes to Work Elements in FY 2016/17 Overall Work Program

#	Work Element	Changes	Financial Change
701.01	Regional Transportation Plan	Increase in staff hours for work tasks.	\$16,668
701.03	Performance Measures	Decrease in staff hours for work tasks.	(\$3,607)
701.09	Air Quality	Increase in staff hours for work tasks.	\$4,024
701.11	Transportation Data Collection & Reporting	Decrease in staff hours for work tasks; Removed task for purchasing GPS travel data; Moved consultant costs for Regional Travel Data Collection Program to FY 2017/18.	(\$60,142)
702.01	Transportation Improvement Programs	Decrease in staff hours for work tasks.	(\$12,947)
702.02	Overall Work Program	Increase in staff hours for work tasks.	\$31,778
702.03	Grant Writing & Technical Assistance	Increase in staff hours for work tasks.	\$1,537
703.01	Active Transportation Planning	Increase in staff hours for work tasks.	\$9,770
703.04	GoShasta ATP	Decrease in staff hours for work tasks; Reduced consultant budget to reflect project schedule and carry over remaining funds into FY 2017/18.	(\$50,645)
704.01	Public Information & Participation	Increase in staff hours for work tasks; Consultant assistance for community surveying moved to FY 2017/18.	(\$4,887)
705.01	ITS Planning & Development	Decrease in staff hours for work tasks.	(\$9,006)
705.02	GIS Applications	Decrease in staff hours for work tasks.	(\$17,563)
705.05	Regional Modeling and Forecasting Tools	Decrease in staff hours for work tasks; Increased consultant costs for software	(\$1,219)
706.02	Public Transportation Planning & Coordination	Sunday Transit project moved to its own work element; staff hours and consultant budget reduced accordingly.	(\$67,245)
706.06	Greenhouse Gas Reduction Fund Programs	Decrease in staff hours for work tasks.	(\$2,389)
706.08	Sunday Transit Service Demonstration Project	New work element for managing this project. Added staff hours and estimated consultant budget.	\$58,569
707.01	Corridor Studies & Project Review	Decrease in staff hours for work tasks.	(\$8,469)
707.02	Safe Routes to School Grant	Decrease in SRTA staff hours for work tasks.	(\$2,964)
707.03	Alternative Fuels Vehicle Planning	Decrease in SRTA staff hours for work tasks; Moved RCEA funding to new work element in FY 2017/18; Removed PEV infrastructure planning study project work tasks.	(\$11,640)
707.04	Goods & Freight Coordination and Planning	Decrease in SRTA staff hours for work tasks.	(\$7,864)

Summary of Changes to Work Elements in FY 2016/17 Overall Work Program

#	Work Element	Changes	Financial Change
708.03	Transportation Development Act (TDA)	Decrease in staff hours for work tasks.	(\$15,801)
708.04	Transit & CTSA Agency Administration	Increase in SRTA staff hours for work tasks.	\$9,451
801.01	North State Super Region	Decrease in staff hours for work tasks.	(\$1,307)
901.01	Hilltop Dr. Corridor Signal Optimization Study [Redding]	Budget revised to reflect updated schedule and will carry over into FY 2017/18	(\$15,000)
901.02	Victor Avenue Corridor Phasing Plan [Redding]	Budget revised to reflect updated schedule and will carry over into FY 2017/18	(\$40,000)
902.01	Cascade Blvd. Sustainable Development Assessment [Shasta Lake]	Budget revised to reflect updated schedule and will carry over into FY 2017/18	(\$45,000)
902.02	Micro-transit Analysis & Recommendations [Shasta Lake]	Budget revised to reflect updated schedule and will carry over into FY 2017/18	(\$27,500)
905.01	Capital Improvements & Transit Modernization Feasibility Study [SSNP]	SSNP indicates project will be completed by June 30, 2017.	\$0