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**AGENDA REPORT**

**TO:** Members of Eco-Rapid Transit Board of Directors  
**FROM:** Michael Kodama, Executive Director  
**DATE:** October 13, 2021  
**SUBJECT:** **APPROVE BUDGET AMENDMENT ADDING THE TOD GOVERNANCE PROJECT AND WEST SANTA BRANCH SPECIAL ASSESSMENT TO ECO-RAPID TRANSIT FY 2021-2022 BUDGET**

Public comments on items on the agenda will be taken at the time the item is called and are limited to 3 minutes per speaker

**ISSUE**

Eco-Rapid Transit staff has prepared a proposed budget amendment for FY 2021-2022 and seeks your guidance and input. Staff seeks your approval of a budget amendment that increases project fund revenue in the amount of \$77,382, from \$560,450 to \$637,832, thereby increasing the total budget from \$752,689 to \$830,071 for FY 2021-2022.

**BACKGROUND**

In June 2021, Eco-Rapid Transit staff submitted a proposed budget with estimated revenue for the West Santa Ana Branch TOD Governance Project in the amount of \$40,000 for FY 21-22 and a total project budget of \$180,000. If the MOU between Eco-Rapid and the City of Artesia is approved by the Eco-Rapid Board, an amendment to the FY 21-22 budget proposes an increase of \$60,000 to support activities for this current fiscal year.

In addition to the adjustment to the TOD Governance Project, Eco-Rapid is also seeking an amendment the Eco-Rapid project budget to reflect the revenue from member agencies related to the Special Assessment. This increases the Eco-Rapid project budget revenue by \$17,382 for activities performed by consultants related to the West Santa Ana Branch EIS/EIR.

**Amendments to Revenue**

*Special Assessment*

The addition of member agency Special Assessment revenue adds \$17,382 to project funds representing the contributions from 8 WSAB member cities and the City of Bellflower (Downey and Paramount declined to participate).

*TOD Governance Project*

Currently, there is \$40,000 in the WSAB TOD Governance Budget for FY 2021-22. The proposed MOU for the West Santa Branch TOD Governance Project assumes that an additional \$60,000 will be needed for activities undertaken in FY 21-22. Staff



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anticipates that \$71,000 of the WSAB TOD Governance Budget will be expended in FY 2022-23.

The WSAB TOD Governance Project currently includes eight members and is led by the City of Artesia. It requires completion of the first draft of policy recommendations within 18 months and a final report to be completed by June 30, 2023. The total project budget of \$171,000 supports the activities to complete this plan.

*Budget Amendment*

The new revenue total for general funds and amended revenue for project funds are as follows:

General Fund	\$192,239 (No change)
Project Funds	\$637,832
<b>FY21-22 Total Revenue</b>	<b>\$830,071</b>

**Amendments to Expenses**

The revenue from the Special Assessment and the WSAB TOD Governance Project will be allocated to appropriate expenditures to complete the project tasks.

The special assessment was approved by the Eco-Rapid Transit Board of Directors on July 14, 2021. Funds from the Special Assessment are directed to fund an environmental consultant to review the environmental document for Eco-Rapid Transit and its member cities.

Funds from the WSAB TOD Governance will be distributed to staff and consultants (\$32,000), the Executive Director (\$10,000), office administration (\$5,000) and the addition of member agency expenses (\$8,000). The City of Artesia retained \$9,000 as the lead agency for the project and corridor. The proposed amendment modifies the project funds expense budget as follows:

Projects Expenses Include:

- Executive Director - \$62,000
- Office Administration - \$37,000
- Staff/Consultants - \$511,832
- Expenses/Supplies - \$5,500
- Insurance - \$1,500
- Professional Services - \$6,000
- Meetings - \$1,000
- Travel/Mileage - \$5,000
- Member Expenses - \$8,000

Project expenses related to office supplies, professional services, meetings and travel are unchanged related to the WSAB TOD Governance Project and will be covered by the expense allocations previously approved in the FY 21-22 budget.



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## RECOMMENDATION

It is recommended that the Board:

1. Discuss information presented and offer action on item; and/or
2. Approve budget amendment that increases the total budget by \$77,382, the project fund revenue increase from \$560,450 to \$637,832, thereby increasing the total budget from \$752,689 to \$830,071 for FY 2021-2022. This budget amendment adds the special assessment and updates the budget for the TOD Governance project.



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### Project Fund Detailed Budget Amendment

ECO-RAPID GRANTS/PROJECTS	FY 21-22 Approved Budget	FY 21-22 Proposed Budget Amendment
<b>REVENUE</b>		
West Santa Ana Branch 3rd Party*	\$60,450	\$60,450
Artesia TOD	\$0	\$0
Caltrans Huntington Park SB-1**	\$460,000	\$460,000
Artesia Metro TOD SIP Governance***	\$40,000	\$100,000
Special Assessment	\$0	\$17,382
<b>TOTAL REVENUE</b>	<b>\$560,450</b>	<b>\$637,832</b>
<b>EXPENSES</b>		
Executive Director	\$52,000	\$62,000
Office Administration	\$32,000	\$37,000
Staff/Consultants	\$457,450	\$511,832
Office Expenses/Supplies	\$5,500	\$5,500
Insurance	\$1,500	\$1,500
Professional Services	\$6,000	\$6,000
Meetings	\$1,000	\$1,000
Travel/Miles	\$5,000	\$5,000
Member Expenses		\$8,000
<b>TOTAL EXPENSES</b>	<b>\$560,450</b>	<b>\$637,832</b>
<b>FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>

\*WSAB Third-Party anticipate amendment of \$60,450 (May 2021)

\*\*Caltrans Huntington Park SB-1 total budget is \$681,000, project end date February 2022

\*\*\*Artesia Metro TOD SIP anticipate starting project in FY 21-22. Total budget modified to is \$171,0



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**General Fund Detailed Budget (No Change)**

	<b>FY 21-22 Approved Budget</b>
<b>REVENUE</b>	
Membership Dues	\$192,239
<b>TOTAL REVENUE</b>	<b>\$192,239</b>
<b>EXPENSES</b>	
Executive Director	\$60,000
Office Administration	\$36,000
Staff/Consultants	\$34,000
Office Expenses/Supplies	\$12,000
Insurance	\$6,300
Professional Services	\$22,000
Meetings	\$16,000
Travel/Miles	\$1,800
<b>TOTAL EXPENSES</b>	<b>\$188,100</b>
<b>FUND BALANCE</b>	<b>\$4,139</b>